

JOB DESCRIPTION

JOB TITLE: **Director of Special Services**

REPORTS TO: **Superintendent and Assistant Superintendent**

DEPARTMENT: **Special Services**

I. NATURE AND SCOPE OF JOB:

To enable all students to benefit from their educational opportunities to the fullest.

II. EXPECTATIONS:

1. Maintain confidentiality in all matters of the district.
2. Maintain a positive attitude that supports the District Mission.
3. Maintain a positive and supportive relationship with all people in the work place.
4. Be responsible for acceptable personal attendance and punctuality.
5. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
6. Responsible for adhering to District policies.

III. JOB FUNCTIONS:

A. Essential Functions:

1. Prepares and administers the special services budget.
2. Plans, develops, and coordinates a district-wide special services program to include, but not be limited to, special education, health services, and psychological services.
3. Assumes responsibility for awareness of federal, state and Local legislation and regulations, impacting special services and implementation of programs to meet such regulations.
4. Collaborates with teachers, principals and other school personnel in sharing information and understanding about students and assists as needed with establishing plans for modification of students' educational programs.
5. Directs case study services including the identification, diagnosis, follow-up and referral of students with problems related to learning impairments.

6. Collects and files the statistical data required in planning and operating special service programs.
7. Organizes and supervises the maintenance of special services students' records and reports.
8. Recommends placement of individual students with special needs in those educational situations which are appropriate.
9. Plans and supervises an orientation program for new special services personnel and for new staff who must understand the workings of special services.
10. Assists building principals, with for the supervision and evaluation of special services personnel.
11. Serves as the district liaison and referral agent to community agencies.
12. Establishes effective working relationships with other institutions of the community, state and region that may be of use to school personnel, parents and students.
13. Directs and supervises federal programs as directed.
14. Keeps continually informed regarding research in psychological and educational testing and the development of useful information and improved tests for use in educational programs.
15. Plans for and conducts workshops, training and staff development programs for special services personnel and other district personnel.
16. Explains and interprets district and school policies to students, staff and community.
17. Assists with the district's public relations program as directed.
18. Ability to perform all duties as assigned.

B. Non-Essential Functions:

1. Assists in recruiting, hiring, training, supervising and evaluation personnel.

2. Supports the superintendent in his/her overall administrative efforts, interprets his/her ideas and decisions to staff and public, keeps him/her informed of pertinent developments and events and seeks his/her counsel or decision as necessary.
3. Attends regular meetings of the superintendent's staff and serves actively to improve communication, cooperation and planning.
5. Reports periodically to the superintendent the problems, conditions and needs of special services.
6. Administers provisions of the Education Code as they apply to special services.
7. Plans, develops and revises special services policies in accordance with state legislation for submission to the Board for adoption as directed.
8. Responds to questionnaires, surveys and correspondence from research or professional organizations requesting information on the district's special services program.
9. Assumes administrative responsibility for routine duties for the implementation of the district's special services program and provides for adequate inventories of property under his/her jurisdiction.
10. Assists in the development of special services educational specifications for remodeling projects or new construction.
11. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the superintendent.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Knowledge and understanding of the relationship among students, parents and staff.
2. Understand and abide by IDEA Rules and Regulations.
3. Familiarity with current technology and its applications in both administrative and instructional functions.

4. Ability to contribute to a positive office relationship
5. Present a professional image at all times.

B. Education, License, Certification or Formal Training:

1. Wyoming Administrative Certification as Director.
2. Master's Degree in Education.
3. Minimum of five (5) years recent special education experience preferred and three (3) years administrative experience preferred.
4. Successfully pass District Bloodborne Pathogens training

C. Equipment Used:

Telephone Copy Machine
Various Special Education testing equipment
Computer

D. Physical Demands:

1. Ability to tolerate physical demands specifically related to and necessary for the instruction/modeling/supervising of content area.

E. Environmental Demands:

1. Air conditioned building
2. Fluorescent lighting
3. Ability to tolerate environmental demands specifically related to and necessary for performing all usual office routines and practices associated with a busy, productive office.
4. Numerous phone calls
5. Numerous interruptions
6. Travel as required for position

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Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relations to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

11/8/96
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