

**POSITION TITLE:** Director of Hospital Education

**QUALIFICATIONS:** Master's degree in special education and at least five years successful experience in education, supervisory/administrative or other experience in a mental health setting. Must have a valid teacher's certificate with an endorsement in special education and administration. Demonstrated ability to effectively work and provide excellent oral and written communication skills with a diverse population; students, teachers, administrators, staff, central office personnel, parents, and the public. Ability to work independently, set priorities and complete work timely and accurately. Exceptional human relations skills. Demonstrates strong leadership and management qualities and the ability to set priorities and supervise the work of others.

**PERFORMANCE EXPECTATIONS:** Supervises and evaluates all education personnel employed in the education program of the mental health facility. Works cooperatively with the administration and staff of the mental health facility to promote consistent communication with site staff, local education agency (LEA) education staff, mental health personnel, and parents. Assumes leadership for the administration of the yearly operation of the program. Ensures delivery of IDEA, appropriate curriculum aligned with the Virginia Standards of Learning, and all related services in order to provide a comparable education to what students would receive in the public schools. Serves as interface, with education and mental health center personnel as it relates to space allocation, utilization, and maintenance. Supports the faculty in efforts to provide students with a positive educational experience. Collaborates with the Virginia Department of Education's State Operated Programs, school divisions, and community agencies to ensure the educational needs of students are met. Attends meetings and conferences to communicate and build relationships with State Directors of Special Education. Maintains a working relationship with the mental health hospital administration, the employing school system, and the Virginia Department of Education. Fosters a school-wide climate of cooperation, effective communication, and collaboration. Ensures the education program remains current and in compliance with State Operated Programs' policies, IDEA and applicable mental health hospital regulations. Ensures accurate record-keeping and provides data as required. Oversees collection, distribution, and destruction of student records. Acts as the custodian of all records and documents required by local school divisions and of the Virginia Department of Education, State Operated Programs. Develops the special education annual program plan and is responsible for writing, timely filing and evaluation. Directs use of the Virginia Department of Education, State Operated Programs' manual, approved forms and other State Operated Program resources. Fulfills all legal requests for records. Develops, implements, and evaluates an ongoing comprehensive system of personnel development; approves local and state travel for conferences; ensures enforcement of LEA policies as they relate to personnel. Develops and executes personnel procedures and practices and incorporates these into a comprehensive Teacher's Handbook, conducting annual review of all policies. Attends local, state, and/or national in-service programs as indicated and permitted. Establishes a network of daily communication concerning student needs, and provides a mechanism for sharing of information through emails, faculty meetings, etc. Oversees the installation and utilization of educational technology; maintains a technology replacement plan. Attends mandated Virginia Department of Education, State Operated Programs' meetings. Acts as the liaison between the Virginia Department of Education,

State Operated Programs, school divisions, and facility administration. Manages the education program's budget. Performs other duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs professional work directing the Mental Health Hospital Program. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORTS TO:** School Division Supervisor

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 130

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Exempt