

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Administration: Special Education Director

Section Title: Job Description

Sub-Section 304.1a

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The director of special education shall have the following general functions:

Instructional Leadership

1. Provide leadership in the development of the district's special education program and coordinate and supervise related activities.
2. Evaluate existing programs and make recommendations for improvement.
3. Keep abreast of all legal requirements governing special education, updating and informing staff as necessary.
4. Assume responsibility for the preparation and timely submission of all required special education documents and reports, assuring district compliance with federal and state law, administrative rules, and board policy.
5. Facilitate communication between the special education program and all other district entities.
6. Provide intervention and planning through direct consultation with individuals and teams concerning instruction, curriculum, and assessment.
7. Coordinate individual student-related activities to meet the needs of an individual student being served by more than one service agency.
8. Interface activities such as general planning for transitioning students, cooperative funding, and service requests.
9. Consult with individuals and teams regarding students with special needs.
10. Establish procedures for the evaluation, placement, and reappraisal of students in need of special education and/or related services.
11. Supervise and coordinate home instruction for homebound or hospitalized special education pupils.
12. Maintain the cumulative records of students receiving special education.
13. Interpret the objectives of the district's special education program to parents, students, staff, and the community.
14. Meet with parents to discuss the implementation of IEPs and to resolve grievances.
15. Establish annual and long-term goals and objectives to improve special education programs.

Staff Supervision and Coordination

1. Assist the superintendent and building principals in the recruitment and selection of special education personnel.
2. Supervise and evaluate special education personnel as directed by the superintendent.
3. Schedule and assign psychologists, communication disorders specialists, social workers, and other ancillary personnel assigned to the special education program.
4. Coordinate contracted services such as physical therapy and occupational therapy.
5. Coordinate training and professional development for the special education program.

Other

1. Prepare and administer the departmental budget.
2. Authorize purchases of equipment and materials needed in special education programs.
3. Approve district forms and procedures for special education.
4. Perform other duties as assigned.

Legal Reference: I.C. § 33-513 Professional Practice

Adopted: 3/14/22