

**RSU No. 5 Durham ~ Freeport ~ Pownal**  
**Director of Instructional Support JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Master's level minimum
2. Professional Certification (ME) as Special Education Administrator (030)
3. At least five year's combined successful experience in teaching and administration
4. Working knowledge of the Maine Unified Special Education Regulations (MUSER - Chapter 101) and the Individuals with Disabilities Education Act (IDEA)

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To ensure the provision of high quality educational programs for students with disabilities

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinates and oversees all special education programs in the district.
2. Interprets and implements MUSER-Chapter 101 and IDEA regulations.
3. Establishes effective liaisons with state agencies and offices that provide specialized or professional help to students and their parents, and serves as referral agent to state agencies and offices.
4. Responsible for the coordination and supervision of home and hospital tutoring.
5. Acts as liaison to the private schools within the district.
6. Coordinates ADA and Section 504 services and assures compliance.
7. Coordinates professional development for special education, ELL and health services staff.
8. Serves as the McKinney Vento and Homeless Liaison.
9. Oversees services for students who are English Language Learners (ELL services).
10. Coordinates health personnel and assures compliance with Department of Education requirements.
11. Develops and administers system wide special services, ELL and health services budget.
12. Responsible for supervision and evaluation of special services, ELL and health services staff.
13. Acts as a member of the district Crisis Intervention Team.
14. Completes grant writing and performance reporting for Local Entitlement.
15. Prepares and submits documents and other reports as requested by the Superintendent.
16. Maintains active participation in local and state professional associations.
17. Works cooperatively as a team member within the Central Office.
18. Performs other tasks and duties the Superintendent may assign.

**Essential Functions:**

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy, eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

**Legal and Ethical Duties:**

1. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
2. Demonstrates a respect for the legal and human rights of students.
3. Follows health and safety procedures established by the system.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates loyalty, dependability, integrity, and other ethical standards.
6. Follows the chain of command for various administrative procedures or concerns.
7. Observes Board and school policy.
8. Meets and follows all State and federal laws and regulations.

**TERMS OF EMPLOYMENT:** Twelve month year. Salary and benefits will be determined by the RSU No. 5 Board of Directors.

**EVALUATION:** Evaluated annually by the Superintendent of Schools

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

*To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*I have read and understand the terms and conditions of this position.*

Employee Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_