

Title: Director of Students with Exceptionalities (FLSA: Exempt)

Performance Responsibilities:

Design and Evaluation – Directs the design and evaluation of Students with Exceptionalities Services.

- Develops comprehensive goals and objectives for Students with Exceptionalities services in the Parish
- Initiates the review and improves the Students with Exceptionalities services on an annual basis
- Makes annual projections of Students with Exceptionalities needs including professional and non-professional personnel, programs, and facilities
- Makes recommendations based on satisfactory interpretation and implementation of all State Department of Education guidelines
- Develops personal goals and objectives for effective leadership

Any other duties assigned by the Assistant Superintendent of Students with Exceptionalities and Federal Programs

Leadership – Directs the work of all Students with Exceptionalities subordinates

- Recommends employment of teachers, specialists, and auxiliary personnel to work with Students with Exceptionalities Programs
- Directs the evaluation of the performance and progress of subordinate personnel based on systematic procedures outlined by the School System
- Directs the development of in-service training for personnel who work with students with exceptionalities and services
- Initiates recruiting, interviewing, and makes recommendations for employment and dismissal of Students with Exceptionalities and Paraprofessional staff when needed
- Supervises the assistance of teachers in locating and selecting appropriate classroom materials
- Supervises the assistance of teachers and parents in developing prescriptive programs for individual students
- Conduct periodic conferences with individual teachers and groups of teachers to solve Students with Exceptionalities problems
- Any other duties assigned by the Assistant Superintendent of Students with Exceptionalities and Federal Programs

Management – Initiates activities necessary to maintain a Students with Exceptionalities Program in the Parish

- Assesses the need for new programs and services and prepares state and federal proposals to meet the needs
- Directs the development and monitors a formal data collection system for program and case management
- Interprets and implements state and federal guidelines relative to delivery and funding of Students with Exceptionalities services
- Makes accurate and systematic reports on fiscal operation of the Students with Exceptionalities Program

Student Services – Directs the practices designed to promote the success and well-being of students

- Establishes program guidelines and procedures for screening, scheduling, referrals, class selection, and case termination related to Students with Exceptionalities
- Supervises the referral of students for psychological testing or other evaluation services
- Supervises the placement of students in appropriate classroom environments designed to offer the least restrictive environment for learning
- Maintains liaison with agencies and professionals providing special services to students
- Directs the organization of and coordinates programs for students with exceptionalities
- Consults with parents, teachers, and counselors on the development of a plan for helping students when necessary
- Supervises and coordinates the professional work of all persons who deal directly with students with exceptionalities

School/Community Relations – Directs and implements practices leading to effective public relations

- Prepares and disseminates information about Students with Exceptionalities Programs for parents and the general public
- Works with parents, teachers, and principals to solve any problems related to communication, interpretation, or implementation of special education services
- Serves as a resource person to any school faculty or community organization who wishes to know about the Students with Exceptionalities Program
- Works to achieve maximum understanding and support of public education

Professional Development – Plans for professional self-development

- Uses evaluations to grow professionally
- Participates in activities that will facilitate professional growth and development
- Makes use of recommendations for improvement

Minimum Qualifications:

- United States citizen or authorized alien
- Requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel
- Physical and mental stamina and ability to perform job functions, tasks, and duties

Terms of Employment: Twelve (12) months

Reports to: Assistant Superintendent of Students with Exceptionalities and Federal Programs

Supervises: All Special Education Personnel

Signature of Evaluatee: _____
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position

Printed Name of Evaluatee: _____

Employee Identification Number: _____ Date: _____

Signature of Evaluator: _____
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator