



Special Services Director

Reports To: Superintendent

SUMMARY

The Special Services Director is responsible for the design, development and delivery of programs and services determined appropriate for those students with verified special needs. The Director evaluates programs, services and personnel as assigned, in accordance with district policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative:

- Assist in the adoption of school policies to meet the needs of at-risk students.
- Recommend policies and programs essential to the needs of all exceptional children.
- Supervise district at-risk programs (i.e.: Special Education, Safe and Drug Free Schools, 504 and High Ability programs).
- Coordinate advisory committees pertaining to at-risk programs.
- Assist with staff development programs dealing with at-risk students.
- Evaluate and assist building principals in evaluation of special services personnel.
- Be a consultant for all legal requirements, state and federal, governing special education services.
- Provide leadership in the establishment of innovative programs and develop an improved understanding of existing programs.
- Assist the building principals in the supervision and coordination of special services programs.
- Develop and maintain programs for continuous identification of exceptional children.
- Maintain an on-going evaluation of existing programs and recommend changes as needed.
- Consult with parents of students receiving special services or who may be referred to the program when necessary.
- Assume responsibility to stay current with new research and new techniques related to the special services program.
- Facilitate the implementation of mediation and/or dispute resolution efforts for special services as appropriate and requested.
- Coordinate special education service delivery systems within the district in order to address continual and ongoing accreditation requirements as mandated by the state Department of Education.

- Responsible for training, tracking and scheduling all required trainings for new staff and annual training for returning special services staff, as well as any other staff that interact with special services students.

Supervision:

- Supervise and evaluate programs and services at a district wide level for disabled children in order to provide for diagnosis, evaluation and education in accordance with federal, state and district regulations.
- Supervise and coordinate home instruction for exceptional children when needed.
- Recruit, interview and recommend the employment of special services personnel in consultation with building principals.
- Supervise the compiling, maintaining and filing of all reports, records and other documents legally required, or administratively useful, as it relates to special services.
- Supervise the preparation of reports and data necessary for reimbursement of funds and related fiscal matters as it relates to special services.
- Work with paras to ensure they are tested and highly qualified.
- Work with special ed teachers to ensure they are highly qualified in areas they provide grades in.

Financial:

- Develop budget recommendations and provide expenditure controls for established budgets related to special services.
- Coordinate the purchase of supplies and materials by special services personnel.

General:

- Attend appropriate staff development and professional meetings to represent the interest of the district as it relates to special services.
- Direct, approve and coordinate specialized programs incorporated in special services that require a contract and/or supervision and monitoring.
- Perform such other tasks and assume such other responsibilities as may be assigned by the Superintendent.

QUALIFICATIONS

- **Education:** Master's Degree or higher from an accredited college or university with emphasis in special education.
- **Language Skills:** Ability to respond to common inquiries from parents, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Computer Skills:** Proficient in the use of MS Word, MS Excel, Google Docs, email and standard office equipment.
- **Other Skills and Abilities:** A minimum of five years of experience in educational areas related to special education. Ability to work well with students with multiple ability levels and make modifications and/or accommodations for students in the regular classroom. Appropriately communicate with students, parents, district staff and members of the community. A strong knowledge of special education rules and regulations. Establish a school climate which will prompt appropriate student behavior. Ability to exercise mature and professional judgment while teaching, dealing with others and working in a dynamic environment. Ability to supervise paraprofessionals, teachers and other special services staff. Ability to be flexible, organized and

take initiative. Exhibit a willingness to seek cooperative working relationships with district staff, participate in planned meetings and district trainings, as well as grow professionally. Maintain confidentiality of information concerning colleagues, students and parents.

- **Certificates, Licenses, Registrations:** Wyoming Teaching Certification with Special Education Endorsement is required. Seclusion and Restraint certification is also required for all Special Services staff. Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is generally performed in an administrative office setting, requiring the frequent use of communication equipment and computers. Need to have the visual acuity and stamina to work at a computer frequently. This position will require some travel around the District.

Performing the job duties of this position require the following physical demands: Some lifting, carrying, bending, stooping, kneeling and sitting. The employee may encounter situations where students are physically aggressive and verbally abusive. This may require physical interaction between the employee and student. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or output of students.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.