

JOB DESCRIPTION

Director of Special Education Services

This position reports to the Superintendent of Schools.

1. Ensures that a continuum of Special Education Services is available to all students with disabilities.
2. Collaborates with the Director of Business Services in the development and supervision of the annual budget and ensures that state and federal funds are appropriately expended for special education purposes.
3. Supervises and coordinates in conjunction with the Director of Teaching and Learning, an orientation program for new teachers and in-service training for experienced teachers in the area of Special Education.
4. Keeps abreast of all new Special Educational instructional materials and evaluates the materials in terms of their teaching effectiveness.
5. Directs the use and distribution of instructional equipment and materials for the Special Education program.
6. Informs Special Education teachers of available Special Education instructional materials in the district and assists with the planning and in-service of such materials.
7. Prepares and submits reports to the Superintendent and MDE on the progress, accomplishments and needs of Special Education programs.
8. Directs the summer school program for Special Education students.
9. Keeps abreast of current state and federal laws affecting the funding and programming for students with disabilities.
10. Coordinates collaboratively with the Director of Teaching and Learning to ensure that students with disabilities have access to the curriculum.
11. Coordinates transportation for special ed students outside of the district and within.
12. Coordinates homebound instruction.
13. Participates in IEP conferences where appropriate.
14. Establishes a system to identify special education students and provide educational programs.

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15. Provides leadership for parent groups in special education.
16. Makes recommendations to the Director of Administration and Human Resources on staffing needs and the assignment, promotion and demotion of personnel.
17. Keeps an up-to-date inventory of equipment purchased under federal programs.
18. Prepares district publications as directed by the Superintendent.
19. Assists building Principals in the monitoring of due process procedures for special education students.
20. Coordinates the monitoring of home schooled students.
21. Attends School Board Meetings and other meetings as requested by the Superintendent.
22. Performs all other acts reasonable and necessary to accomplish the primary function as requested by the Superintendent.

Adopted: 2/7/00
Revised: 11/1/07