

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: EXECUTIVE DIRECTOR OF SPECIAL SERVICES

QUALIFICATIONS:

1. Master's Degree or higher
2. Valid Special Education Administrative Certification from DESE
3. Experience in special education administration and/or building administration preferred
4. Excellent organizational skills
5. Ability to supervise others
6. Excellent communication skills; ability to work with others and collaborate effectively
7. Such alternatives to the above qualification as the Board may find appropriate and acceptable

REPORTS TO: Assistant Superintendent of Learning

JOB GOAL: To direct and provide support for departments and program that serve students with special learning needs

PERFORMANCE RESPONSIBILITIES:

1. Supervises and coordinates special programs for students aged 3-21 in compliance with existing state and federal regulations (e.g., special education, Section 504, gifted, early childhood including childcare & tiger care program)
2. Keeps informed of all legal and compliance requirements and provides leadership in establishing new programs and developing improved understanding of existing programs
3. Develops and manages the budget for all special services programs including special funds for special education, early childhood special education, High Need Fund, Medicaid direct billing and SDAC
4. Prepares local, state and federal reports and complies with reporting procedures as required by the Missouri Department of Elementary and Secondary Education and the United States Department of Education
5. Collaborates with Superintendent's cabinet and the leadership team for the purpose of program development and alignment
6. Serves as a Compliance Officer for policy AC
7. Provides professional development to special services staff and other leaders in the district
8. Coordinates with building principals in recruitment, selection, and the recommendation for hiring of special services staff
9. Performs such other tasks and assumes such responsibility as may be assigned by the Superintendent or the Assistant Superintendent of Learning

PHYSICAL DEMANDS: Must be able to sit for long periods of time and be mobile within and between school buildings

TERM OF EMPLOYMENT: 12 month contract; compensated as per administrator's salary schedule

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by the Assistant Superintendent of Learning

APPROVED BY SCHOOL BOARD: