BUTLER COUNTY SCHOOLS

SPECIAL EDUCATION SERVICES DIRECTOR

JOB DESCRIPTION

QUALIFICATIONS:

(1) Master's degree from an accredited educational institution.
(2) Certification in Educational Leadership or Administration and Supervision.
(3) Minimum of three (3) years teaching experience in special education.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of research, trends, and best practices in Special Education. Knowledge of state laws, federal laws, rules and regulations applicable to Special Education. Skill in drafting procedures to provide special education services. Skill in administration and supervision of Special Education program, staff, budgeting, and facilities. Ability to maintain positive working relationship with county staff, school center personnel, community, and state personnel. Ability to communicate effectively orally and in writing.

REPORTS TO:

Administrative Assistant for Student Services

JOB GOAL

To supervise and coordinate Special Education services.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

* (1) Initiate new programs
* (2) Plan and direct services for all system level Special Education personnel.
* (3) Work closely with school personnel.
* (4) Provide leadership in program evaluations and follow-up procedures.
* (5) Write/develop federal projects, state facility and equipment projects.
* (6) Coordinate integration of special education into the total school program.
* (7) Provide leadership in curriculum development.
* (8) Work to maintain good public and community relations.
* (9) Procure and distribute new, specialized materials and equipment.
*(10) Supervise record keeping of students in the program.
*(11) Coordinate staff conferences and orientation meetings.
*(12) Interact with parents, outside agencies, business and community to enhance the understanding of system initiatives and priorities and to elicit support and assistance.
*(13) Keep supervisor informed of potential problems or unusual events.
*(14) Serve on system, state or community councils or committees as assigned or appropriate.
*(15) Assist in the interpretation of programs, philosophy and policies of the system to staff, students, parents and the community.
*(16) Work closely with system and school staffs to support school improvement initiatives and processes.
*(17) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.

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SPECIAL EDUCATION SERVICES DIRECTOR (Continued)

*(18) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
*(19) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
*(20) Represent the system in a positive and professional manner.
*(21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
*(22) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
*(23) Assist in implementing the system's goals and strategic commitment.
*(24) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
*(25) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
*(26) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
*(27) May be required to work beyond the 40 hour work week.
(28) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

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