

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Director of Special Education **DATE:** May 21, 2003  
**REVISED:** Feb. 22, 2012  
**REVISED:** August 13, 2014

**REPORTS TO:** Executive Director

**JOB SUMMARY:** Remain knowledgeable of all state and federal mandates in order to provide direct support at all the local levels. Supervise, plan, organize, implement, and evaluate special education programs for the tri-county area. Establish and maintain a positive relationship with state, federal, and local personnel in order to implement the required special education services.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Provide for and monitor a comprehensive plan for the identification and education of all special education students within the Midwestern Intermediate Unit IV and member districts.
2. Establish liaison with state and federal government in matters pertaining to the education of exceptional children ages 3-21.
3. Provide consultant, technical assistance and liaison services to local school districts concerning special education.
4. Plan and administer Midwestern Intermediate Unit IV special education program in collaboration with special education Program Supervisors.
5. Serve as an advisor to the chief school administrator of the Clarence Brown Community School Operating Committee.
6. Serve as an advisory member of the Local Task Force and Local Interagency Coordinating Council.
7. Maintain liaison with community agencies impacting special education.
8. Evaluate appropriate personnel according to policy established by the Board of Directors.
9. Develop, implement, and evaluate budgets required for the special education programs as directed by local, state, and federal regulations in conjunction with the Fiscal Manager for special education.
10. Develop, implement, and evaluate staff development activities as required by state and federal regulations in collaboration with special education Program Supervisors, Training and Consultation Team, Continuing Education Department, Curriculum and Instruction, Technology, Distance Learning and other departments as needed.
11. Plan, prepare, and administer service area budget in collaboration with the Fiscal Manager for special education.
12. Ensure the implementation of job descriptions within the service area and monitor, evaluate and modify as the need dictates.

13. Manage, implement and evaluate assessments and data management for special education programs and students at all levels for both Midwestern Intermediate Unit IV and member district programs.
14. Share, implement, interpret and evaluate the Pennsylvania Department of Education/Office of Child Development and Early Learning (PDE/OCDEL) educational initiatives with Midwestern Intermediate Unit IV and district programs.
15. Attend and participate in local, regional and state meetings pertaining to the education of exceptional children.
16. Work in conjunction with the Director of Human Resources on all special education personnel and staffing matters.
17. Perform other duties as assigned by the Executive Director.

**QUALIFICATIONS:**

- Five (5) years teaching experience in special education
- Master's degree in special education is required
- Must possess supervisory certificate
- Five years of special education supervisory experience required
- Knowledge of special education law, disabilities, programmatic needs of student, and current trends and techniques in the field is necessary
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, bending, kneeling, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment
- Ability to perform all aspects of Safety Mechanics

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Typical office/classroom environment
- Subject to inside environmental conditions

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

**COGNITIVE ABILITY:**

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess leadership skills
- Must possess supervisory skills
- Must possess technology skills
- Ability to operate various office equipment
- Must possess active listening skills
- Must possess conflict mediation skills
- Must possess fiscal management skills
- Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*