

**27J SCHOOLS
ADMINISTRTION JOB DESCRIPTION**

Position Title: Director of Special Education
Last Modified: December 2020
Work Year: 260 Paid Days
Reports to: Chief Academic Officer
Dept./Division: Special Education Department within the Student Achievement Division

Position Summary: The Director of Special Education is responsible for the leadership, supervision, guidance and support for all school support staff providing services to students with disabilities across special populations, including preschool. This individual provides leadership for the implementation of a continuum of services/programming aligned to federal and state regulations for students with disabilities. This position will include planning advocacy and education across the Student Achievement Division in regards to best practice and programming for students with disabilities promoting positive outcomes and increased achievement. The Director of Special Education is responsible for creating and monitoring their department budgets, including staffing in accordance with district guidelines.

Essential Duties and Responsibilities:

1. Provides leadership to move forward the goal of the Student Achievement Division as well as the Special Education Department towards the goal of improving student outcomes for all students in 27J
 - a) Establishes and communicates a philosophy that students with disabilities (SWD) are general education students first.
 - b) Establishes and communicates a philosophy of least restrictive environment for the purpose of ensuring due process and equal access for ALL students within the general education environment.
 - c) Leads and promotes high standards and expectations for students and staff for the purpose of promoting academic achievement for students with disabilities (SWD).
2. Provides positive, collaborative leadership and participates in collegial problem solving in a variety of situations, departments and schools, emphasizing teamwork for the purpose of supporting all district initiatives and promoting academic achievement for all students.
3. Monitor district special education practices (including charter schools) for the purpose of ensuring implementation of appropriate programing and services are accessible for SWD in accordance with Federal/State rules and regulations as well as district policies and department procedures.
 - a) Responds to issues involving staff, students, parents and/or community members in a timely manner for the purpose of mitigating any negative impact and/or liability issues

- b) Facilitate discussions in all matters of dispute resolution (State Complaints, OCR Investigations, Due Process, etc.) for the purpose of identifying appropriate actions/resolutions that ensures adherence to compliance as well as positive outcomes for SWD.
4. Conduct on-going needs assessments, collect, analyze and summarize data regarding the achievement of SWD for the purpose of developing proposals, action plans, etc. to refine program design and/or instructional practices that would promote increased achievement results for SWD.
5. Leads the process for observing, evaluation, supervision and coaching for a variety of licensed and classified staff as appropriate/necessary
6. Supervise, develop, monitor, and manage all aspects of the annual budgets within the Special Education Department in accordance with Finance guidelines and timelines for the purpose of supporting a balanced budget and accountability of expenses including local, state, and federal funds, along with Medicaid.
7. Certifies that all state and federal special education annual IEP audits, post-school parent/student interviews and surveys as well as student data reports for the purpose of ensuring completion and submission within the CDE established timelines.
8. Represents District interests at meetings, internal and external, associated with areas of responsibilities, including representing district interested in legal matters related to special education.
9. Communicates across the organization and community regarding matters pertaining to the education and meeting the needs of students with disabilities.

Experience and Academic Preparation:

Required: Master's Degree or higher in an education related field

Required: Experience in leadership, change and systems development

A minimum of 5-years in a school or central office related leadership position

Experience working with multiple age/school levels preferred

Required: Hold a Special Education Director license from the Colorado Department of Education

Required: Minimum of 5-year's experience working in a Special Education related position.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS, KNOWLEDGE, EQUIPMENT & OTHER:

Operating knowledge of and experience with personal computers and office equipment required. Ability to program for students with specific disabilities and communicate with a variety of constituencies. Advanced knowledge of the Individualized Educational Plan (IEP) process, including legal requirements and of the process and delivery of special education services. Advanced knowledge of Response To Intervention (RTI). English language skills required.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk, or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and drive a motor vehicle. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds. The employee must have adequate vision abilities such that they are able to operate a motor vehicle independently for this job.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is regularly required to communicate, coordinate, use interpersonal skills and negotiate. Frequently required to synthesize, evaluate, compile and negotiate. Occasionally required to compare, analyze, copy, instruct, compute and compile.