

Lauderdale County Schools  
Florence, AL

Job Description

Position: Director of Special Education

**Department:** Instructional Operations

**Reports To:** Assistant Superintendent of Instructional Operations

**FLSA Status:** Exempt

**Contract Days:** 240 days

**Salary:** Based on the System Salary Schedule

**Qualifications:**

1. Minimum: Master's degree in Administrative Education from an accredited college or university.
2. Certified in accordance with the Alabama State Board of Education requirements.

**Purpose of Job**

To implement and maintain birth to age 21 Special Education programs and services in conformance to the System, State and Federal objectives; providing written support and/or conveying information; serving as a resource to patrons, school personnel and the Board ; and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Collaborates with principals and special education teachers for the purpose of implementing and maintaining services and/or programs. Sets staffing levels for school special education programs for the purpose of providing services with fiscal efficiency.
- Directs personnel, for the purpose of delivering services which conform to established guidelines.
- Develops proposals, new programs, budgets and grants for the purpose of meeting District goals.
- Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district which achieve desired objectives.
- Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Manages fiscal resources, prepares budgets, and directs spending, and monitors maintenance of effort, for the purpose of fiscal efficiency in providing required services.

- Prepares documentation and reports data to the State Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations.
- Communicates information on programs, services, and regulations to school personnel, parents and the Board for the purpose of understanding of the programs.
- Recruits, hires, supervises, and evaluates District-level special education staff including speech pathologists and assistants, school psychologists, occupational therapists, physical therapists, and providers of Early Intervention and Early Childhood Special Education, for the purpose of carrying out objectives within areas of responsibility.
- Serves as the District Representative for IEP meetings when resources beyond school budgets may be considered for the purpose of efficiently managing fiscal resources while meeting special education regulations.
- Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.
- Provides indirect support for the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the district, for the purpose of gaining fiscal resources.
- Supervises the training of special education teacher aides for the purpose of assuring well-trained personnel.
- Proposes district Board Policy for special education as is needed or required, for the purpose of assuring program consistency and compliance with state and federal rules.
- Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities, for the purpose of managing an excellent special education program.
- Performs such other tasks and assumes such other responsibilities as the Superintendent or Assistant Superintendent may assign.

### **Additional Job Functions**

Perform other duties as assigned.

### **Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

### **Physical Demands**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to

50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

**\*All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.\***

Approved May 30, 2018 Board Meeting (#18)