

237 - SPECIAL EDUCATION DIRECTOR JOB DESCRIPTION

The function of the Special Education Director (herein Director) is to provide, within legal and professional standards, an organizational framework in which efficient and appropriate special education programs can be delivered to students with exceptional educational needs.

QUALIFICATIONS:

Possess DPI licensure as Director of Special Education; possess DPI licensure in at least one major special education area (CD, LD, EBD) with a minimum of three years successful teaching experience therein; possess a valid Wisconsin driver's license.

REPORTS TO:

District Administrator

SUPERVISES:

All Special Education Instructors, Speech/Language Pathologists, and Aides. Oversees CESA 5 itinerant staff, such as Occupational Therapists, Physical Therapists, Audiologists, DHH Teachers, etc. assigned to district students.

PERFORMANCE RESPONSIBILITIES:

- The Director is responsible for the development, placement, implementation, and evaluation of programs and services for students with disabilities and shall articulate special education with regular education where appropriate
- Assist, support, and supervise the planning, development, and teaching in a program designed to meet special education needs
- Coordinate and supervise the day-to-day operation of special education programs
- 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.
- Participate in parent/guardian conferences and training
- Collaborate with Building Principal to supervise and evaluate special education staff performance and program suitability
- Assist the evaluation team, when needed, in evaluating students and placing them in appropriate programs
- Recommend changes and/or modifications to various special education programs
- Conduct and manage Non-Special Education evaluations in the Section 504 process.
- Conduct special education faculty meetings.

- Recommend materials, approaches, and methodology to teachers of students with special education needs
- Serve as a liaison between special or regular education teachers and with agencies involved in programming for individual children with disabilities
- Assess the needs for staff development; provide in-service for staff on special education topics
- Establish and oversee the record keeping methods that are required for students in pupil services/special education programs.
- Maintain a system of uniform record keeping for various disability areas
- Prepare all forms that are required to insure legal compliance with the state and federal laws that pertain to special education; administer all aspects of Chapter 115 of the Wisconsin Statutes and federal law
- Prepare all reports required by the DPI concerning pupil services/special education
- Submit annual reports concerning pupil services and special education to the District Administrator
- Keep the District Administrator informed of his/her responsibilities concerning compliance with all laws, regulations and administrative rules that affect special education/pupil service programs
- Consult with District Administrator on legal concerns; parent/guardian/student issues
- Assist in the recruiting, interviewing, and hiring of special education staff

Legal Ref: Sections 118.24 & 121.02 (1) & (q) Wisconsin Statutes
PI 8.01 (2) (q) Administrative Code; Americans with Disabilities Act of 1990
Cross Ref: Special Education Handbook

Approved: February 20, 2008

Revised: July 20, 2016, July 20, 2022