CLARKSDALE MUNICIPAL SCHOOL DISTRICT OF COAHOMA COUNTY

DIRECTOR OF SPECIAL EDUCATION SERVICES
JOB DESCRIPTION

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Certification in Educational Leadership and in one or more areas of exceptional student education.
3. Four (4) years of successful experience in education including administrative or classroom teaching experience.
4. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of innovative practices and current trends in special education. Knowledge of issues related to special education curriculum and instructional techniques. Knowledge of rules, regulations, statutes, policies, special programs and procedures affecting disabled individuals (IDEA, Section 504, ADA) on a federal, state and local level. Knowledge of litigation affecting disabled individuals. Knowledge of student database systems. Knowledge of current student assessment and accountability instruments. Ability to communicate orally and in writing. Ability to successfully write and manage grants. Ability to manage departmental budget and finances. Ability to provide consultation and advice to teachers, parents, and district staff on special education policies and procedures, rules, regulations and laws. Ability to organize and direct meetings related to special education at all levels in the district and schools. Ability to provide conflict resolutions pertaining to critical issues at special education staffing, pre-expulsion meetings and educational planning conferences. Ability to communicate, plan and disseminate precise special education strategies and related information. Leadership and management skills.

REPORTS TO:

Assistant Superintendent

JOB GOAL

To provide leadership for the development, implementation, supervision and evaluation of all exceptional student education programs.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Assist Director of Special Education with the implementation of a comprehensive special education program.
2. Provide leadership, supervision, training, resources and assistance to district special education staff.
3. Develop and manage grants, oversee budgets, and maintain auditable records in the area of responsibility.
4. Provide accurate FTE forecasts in area of responsibility and demonstrate knowledge of auditing process.
5. Ensure that rules and procedures established in the district adhere to current Mississippi Statutes and State Board of Education rules in the areas of special education.
6. Establish procedures for personnel to follow in staffing, placement, program implementation, and maintaining student audit data.
7. Provide special education teachers with current information on all programs and services.
8. Propose appropriate special education programs based on need and within budget.
9. Establish and maintain comprehensive plan for special education programs.
10. Hold eligibility staffing, placement staffing and IEP meetings as needed.
11. Coordinate and conduct manifestation meetings for special education students as needed

Inter/Intra-Agency Communication and Delivery

12. Provide information and services to parents of students with disabilities.
13. Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
14. Respond to inquiries and concerns in a timely manner.
15. Keep supervisor informed of potential problems or unusual events.
16. Serve on district, state or community councils or committees as assigned or appropriate.
17. Provide oversight and direction for cooperative planning with other agencies.
18. Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.

Professional Growth and Improvement

19. Maintain a network of peer contacts through professional organizations.
20. Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
21. Maintain expertise in assigned areas to fulfill project goals and objectives.
22. Participate in relevant workshops, conferences, and training activities.
23. Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
24. Provide training to district and school-based administrators.

DIRECTOR OF SPECIAL EDUCATION SERVICES (Continued)

25. Participate in state training programs and courses to increase the level of department services.

Systemic Functions

26. Represent the district in a positive and professional manner.
27. Prepare the annual department budget and monitor its implementation as required.
28. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
29. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
30. Develop annual goals and objectives consistent with and in support of district goals and priorities.
31. Conduct periodic studies for the purpose of improving the delivery of department services.
32. Assist in the development of policies and procedures for department services.

Leadership and Strategic Orientation

33. Provide leadership and direction for assigned areas of responsibility.
34. Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
35. Assist in implementing the district's goals and strategic commitment.
36. Exercise proactive leadership in promoting the vision and mission of the district.
37. Set high standards and expectations and promote professional growth for self and others.
38. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
39. Collaborate with supervisor, other departments and agencies, and contribute to the planning and operation of the district.
40. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
41. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

    Perform other tasks consistent with the goals and objectives of this position.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

DIRECTOR OF SPECIAL EDUCATION SERVICES (Continued)

EVALUATION:

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