



Special Education Director

Purpose Statement

The Special Education Director is responsible for directing special education programs and services, providing information and serving as a resource to others. This role involves planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines and serving as a member of the executive team.

Supervisory Relationship

Reports to: Superintendent

Essential Functions

- **Collaborate with Personnel:** Work with internal and external personnel, including other administrators, auditors, public agencies, and community members, to implement and maintain services and programs.
- **Data Compilation and Analysis:** Compile data from various sources to analyze issues, ensure compliance with organizational policies and procedures, and monitor program components.
- **Coordinate Program Components:** Manage program components, support needs, and materials to deliver services that conform to established guidelines.
- **Department Operations Management:** Direct department operations, maintain services, and implement new programs and processes within established timeframes and compliance requirements.
- **Facilitate Meetings and Workshops:** Lead meetings, workshops, seminars, and due process hearings to identify issues, develop recommendations, support staff, and represent the District.
- **Policy and Procedure Implementation:** Implement policies, procedures, and processes to provide direction and comply with mandated requirements.
- **Program and Project Implementation:** Implement assigned programs and projects to conform to District and state curriculum and instructional objectives.
- **Special Education Department Management:** Oversee the special education department to ensure delivery of services that conform to established guidelines.
- **Budget Monitoring:** Monitor budget allocations, expenditures, fund balances, and related financial activities to ensure accurate allocations, recorded revenues, and expenses within budget limits.
- **Meeting Participation:** Attend a wide variety of meetings, including Board meetings, training sessions, hearings, and IEPs, to provide and receive information.
- **Personnel Management:** Perform personnel functions, including recruiting, interviewing, hiring, evaluating, and supervising staff to maintain adequate staffing, enhance productivity, and achieve objectives within budget.
- **Document Preparation:** Prepare complex materials, including plans, budgets, funding requests, reports, analyses, recommendations, and procedures, to document activities and issues, meet compliance requirements, provide audit references, make presentations, and support requested actions.
- **Information Presentation:** Present information on various topics, such as budget overviews, accounting processes, and distribution formulas, to communicate information, gain feedback, and ensure adherence to established internal controls.
- **Research:** Research topics required to manage assignments, such as relevant policies, new federal and state statutes, staffing requirements, and financial resources, to develop new programs and services, ensure compliance with regulatory requirements, secure information, and respond to requests.
- **Issue Resolution:** Address issues involving staff, conflicts in policies and regulations, community concerns, and parental requests to identify relevant issues and recommend or implement plans of action for efficient resolution.

- **Professional Development Participation:** Attend meetings, workshops, and seminars to convey and gather information required to perform functions.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support classroom and school operations.

Job Requirements

Skills

- Perform multiple technical tasks with a potential need to upgrade skills to meet changing job conditions.
- Operate standard office equipment, including various software applications.
- Plan and manage projects.
- Prepare and maintain accurate records.

Knowledge

- Perform algebra and geometry.
- Review and interpret highly technical information.
- Write technical materials and speak persuasively to implement desired actions.
- Analyze situations to define issues and draw conclusions.
- Understand pertinent laws, codes, policies, and regulations.
- Familiarity with personnel processes, standard business practices, program planning and development, grammar and punctuation, instructional procedures and practices, age-appropriate student activities, safety practices and procedures, conflict resolution, and stages of child development/behavior.

Abilities

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Use job-related equipment.
- Work with a diverse range of individuals and groups.
- Analyze data using defined processes.
- Adapt to changing work priorities.
- Communicate with diverse groups and individuals.
- Meet deadlines and schedules.
- Set priorities and work as part of a team.
- Work with detailed information and data.

Responsibility

Work independently under broad organizational guidelines to achieve unit objectives. Manage a department and supervise the use of funds. Utilize resources from other work units as needed. There is a continual opportunity to impact the organization's services.

Work Environment:

Some lifting, carrying, pushing, and pulling. Significant fine finger dexterity. Generally involves 60% sitting, 20% walking, and 20% standing. Performed in a generally clean and healthy environment.

Experience

Job-related experience with increasing levels of responsibility is desired.

Education

Master's degree in a job-related area.

Certificates and Licenses

Teaching Credential.

Must carry or be eligible to obtain the Special Education Director Credential SE01.

Continuing Education/Training

Maintain certificates and licenses as required.
Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

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