

JOB TITLE: DIRECTOR OF SPECIAL SERVICES

QUALIFICATIONS:

1. Missouri certification for Special Education Director
2. Current teaching certification in one or more areas of special education
3. Master's Degree minimum, Specialist's Degree preferred
4. Minimum 5 years teaching experience with at least 5 of those years in special education. Prior experience in a related area will be considered.

REPORTS TO: Superintendent

JOB GOAL: To be responsible for designing, developing and delivery of programs and services determined appropriate for those students with verified special needs, evaluates programs, services and personnel as assigned in accordance with district policies and procedures.

PERFORMANCE RESPONSIBILITIES:

Special Education:

1. Complete and maintain all records as required by the State Department of Education- applications, final reports, amendments, census, handicapped count, homebound instruction, etc.
2. Organize the services mandated by IDEA into a service delivery model to best fit the structure and scope of the district.
3. Supervise, along with building principals, the teachers, support staff and instructional activities mandated by IDEA.
4. Supervise all Individual Education Plans (IEP) developed by the District.
5. Develop the expenditure budget in consultation with staff and supervise the purchase of all supplies, equipment, etc.
6. Develop the District's Compliance Plan.
7. Coordinate necessary contracts for out-of-district services to guarantee FAPE.
8. Supervise and evaluate Process Coordinator.
9. Serve as surrogate Parent Coordinator and supervise the implementation of surrogate parent procedures.
10. Maintain records, attend IEP meetings, and coordinate integration activities of students contracted through state operated programs (SSD, MSD, and MSB).
11. Arrange for independent evaluations as necessary.
12. Hold periodic staff meetings for the purpose of discussing business pertaining to the department.
13. Participate in the periodic meeting of the Local Administrators of Special Education (LASE).
14. Serve as liaison between DESE representatives and the local district.
15. Serve as a liaison between the local district and private/parochial schools within the district.

Federal Programs

16. Complete and maintain all records as required by the State Department of Elementary and Secondary Education-applications, final reports, amendments, etc.
17. Supervise, along with the building principals, the Title I teachers, support staff and instructional activities.
18. Supervise teachers in completing and maintaining records as required by DESE.
19. Serve as a liaison between DESE representatives and the local district.
20. Develop expenditure budget in consultation with the staff and superintendent; purchase all supplies, equipment, etc.
21. Hold periodic staff meetings for the purpose of discussing business pertaining to Title I activities.

Parent as Teachers Program

22. Collaborate with PAT Coordinator in completing and maintaining records as required by the State Department of Elementary and Secondary Education-applications, final reports, etc.
23. Serve as liaison between DESE representatives and the local district.
24. Meet periodically with the PAT Coordinator to discuss the strengths/weaknesses of the program, coordinate screening activities.

English as Second Language, Migrant and Homeless Education, Section 504

25. Develop identification procedures and assess the educational needs of these students.
26. Develop appropriate programs/services to guarantee FAPE.

General Responsibilities

27. Performance Based Evaluation of teachers in Special Education, Federal programs, and Special Education Process Coordinator.
28. Co-evaluate special education and Title I paraprofessionals.
29. Make recommendations regarding special education and federal program employees to the Superintendent and Board of Education.
30. Attend Board of Education meetings, administrators' meetings and other meetings as designated by the Superintendent.
31. Comply with federal, state, local and Board of Education policies and regulations.
32. Maintains confidentiality and non-judgmental views of children and families served.
33. Perform other duties as assigned by the Superintendent or the Board of Education.

TERMS OF EMPLOYMENT: Salary and work year established by the Board of Education.

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

Signed: _____ Date: _____
(Director of Special Services)

Signed: _____ Date: _____
(Superintendent)