



Boyle County Schools - JOB DESCRIPTION

101 Citation Drive, Suite C | Danville, Kentucky 40422 | 859.236.6634

POSITION: Director: Special Education and Preschool

SCHOOL / DEPT: Administration / Academics

EVALUATOR: Chief Academic Officer

SALARY SCHEDULE: Certified + Administrative Index

APPROVED BY: Boyle County Board of Education **DATE:** JULY 2024

ABOUT US

Kids come first at Boyle County Schools. We're proud to employ a team of educators and staff who strive for excellence, crave innovation and look for ways to provide students with personalized learning environments. A state and national leader in education, Boyle County Schools elevates more than 2,700 students to the highest levels of achievement through growth in academics, the arts, and athletics.

ABOUT THE POSITION

The Director of Special Education and Preschool will provide effective leadership in all areas of Boyle County Schools related to special education and preschool programs in the development and implementation of curriculum rooted in state and national standards, as well as best practices in classroom instruction and assessment. The Director of Special Education and Preschool will provide administrative direction and support to staff, students, guardians and other stakeholders while ensuring compliance with state and federal Special Education regulations.

JOB QUALIFICATIONS

This position requires:

- Master's Degree in Education.
- Valid Kentucky Teaching Certificate in Special Education.
- Certification as a Director of Special Education.
- Four (4) years of successful teaching experience in special education.
- Administrative and school leadership experience is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly and with a focus on student success.

- Provide leadership and overall direction, coordination, and evaluation of district-wide areas of special education programs.
- Implement and support the goals determined by the district/schools' comprehensive plan.
- Consults with building administrators, staff, parents and outside agencies regarding Special Education and Preschool students and programs offered.
- Obtain funding from state and federal programs as part of the process of developing and administering the Special Education and Preschool budgets.
- Submit program documentation for approval, apply for grants, submit budgets and financial reports and prepare and submit program reports to agencies.
- Plan, supervise and evaluate supervisors and other Special Education and Preschool personnel while monitoring staff caseloads and student progress.

- Keep informed of all legal requirements governing special education and preschool while ensuring compliance with local, state and federal guidelines.
- Assist in recruitment and training of special education and preschool personnel.
- Plan staff professional development objectives and activities.
- Recommend policies and programs essential to the needs of exceptional children and preschool children.
- Provide leadership in establishing new policies and programs while fostering an ongoing understanding of existing programs, recommending changes as needed.
- Develop and initiate survey programs for identification of exceptional children and preschool children.
- Develop procedures for referral, securing medical reports, psychological examination, and placement.
- Assume responsibility for compiling, maintaining and filing all reports, records, and other documents legally required or administratively useful, while maintaining the confidentiality of records per Board policy.
- Develop and maintain complete and cumulative individual records of all children receiving special services or enrolled in special classes and preschool.
- Develop budget recommendations and provide expenditure control on established budgets for special education and preschool.
- Interpret the objectives and programs of the special education services to the Board, the administration, the staff, and the public at large.
- Work collaboratively with other educators to integrate educational initiatives and resources.
- Assist in program implementations, curriculum, and assessment development.
- Assist schools in strengthening instructional programs through a strategically planned, standards-based approach with a focus on narrowing the gap.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Carry out other professional responsibilities including punctuality, reliability, care of equipment and materials, planning, communication, confidentiality, and following district and school policies.
- Ability to use technology for a variety of purposes, including but not limited to supporting instruction, accessing and manipulating data, professional growth and productivity, communicating and collaborating with colleagues, parents and the community, and conducting research/solving problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.
- Strict adherence to the Policies and Procedures of the Boyle County Board of Education, the Employee Handbook, Code of Ethics for Certified School Personnel and Kentucky Revised Statutes.
- Fulfilling contractual obligations of days worked.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Assistant Director: Special Education, Response to Intervention (RTI) Coordinator, School Psychologists, mental health providers and any staff assigned by the superintendent.

WORKING CONDITIONS

- Regularly required to use hands for simple grasping and fine manipulatives.
- Regularly required to communicate effectively using speech, vision and hearing.
- Frequently required to stand; walk; and stoop, kneel, crouch, or crawl.
- Occasionally required to sit and climb or balance. Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually loud.

DISCLAIMERS AND OTHER PERTINENT INFORMATION

- The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.