

SCHOOL DISTRICT OF FRANKLIN COUNTY
JOB DESCRIPTION

DIRECTOR OF SPECIAL PROGRAMS

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership, or Job-related field.
- (3) Five (5) years teaching / administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of local, state and national policies which impact education. Ability to supervise implementation of sound planning and implementation processes. Ability to communicate effectively to a variety of audiences in both written and oral forms. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and best practices in areas of responsibility. Ability to balance several job functions at one time and work under a heavy workload. Ability to work cooperatively with other departments and agencies. Good interpersonal skills. Ability to analyze statistical data.

REPORTS TO: SUPERINTENDENT

JOB GOAL

To assist the Superintendent in providing leadership, direction and support to develop, implement and maintain the best possible educational programs and services.

SUPERVISES: Staffing Specialist, District Truancy Staff, Certification Specialist/Instructional Services Secretary, and Assigned Contract Service Providers

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- 1) Attend all regular school board meetings.
- 2) Serve as director of the District's PreK/Early Intervention, ESOL, Virtual, Home School, Exceptional Student Education, and Student Services programs including: Section 504, Dropout Prevention, Alternative Education, Homeless and Truancy Intervention, Guidance, School Health, and Medicaid reimbursement activities
- 3) Prepare, implement and monitor all IDEA, Part B Projects
- 4) Coordinate with school principals and District staff mandated school improvement initiatives

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and reporting requirements.

- 5) Coordinate the DAC meetings
- 6) Coordinate accountability for school grades and Every Student Succeeds Act (ESSA) Reporting.
- 7) Provide mediation to resolve disagreements between parents and schools involving students with disabilities, and Section 504 plans, and English Language Learners/ESOL students.
- 8) Coordinate with school principals and District staff for the planning, submission and monitoring of Federal Title grants
- 9) Provide District leadership for staff development
- 10) Serve on the PAEC Professional Development Center Advisory Council

Inter/Intra-agency Communication and Delivery

- 11) Assist with the development and coordination of agreements with contract service providers, and local and state agencies to facilitate services and resources for children and their families.
- 12) Work with other staff members on the function of property control.
- 13) Serve on boards and coalitions as designated by the Superintendent.
- 14) Meet regularly with school administrators and guidance counselors.
- 15) Assist in maintaining appropriate coordination among the basic program and various special programs.
- 16) Maintain good public relations with parents and community groups for dissemination of information and feedback.

Professional Growth and Improvement

- 17) Attend state and federal meetings and keep abreast of legal requirements and proposed changes providing advice to Superintendent as to their effects on the school system
- 18) Keep abreast of statutory and regulatory requirements and proposed changes in areas of responsibility and provide pertinent information and advice to the Superintendent as to their effect on the system.
- 19) Keep well informed about current trends in education, basic and exceptional.
- 20) Promote and support professional development of self and others.
- 21) Attend meetings and conferences which promote professional growth and will benefit the District.

Systemic Functions

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- 22) Facilitate the development, implementation and monitoring of special project applications to enhance the delivery of services to students, including assisting finance office with Medicaid services.
- 23) Coordinate the implementation of equity and Civil Rights rules and regulations, including the submission of required reports
- 24) Assist with preparation of School Board agenda items in assigned areas of responsibility.
- 25) Prepare or oversee the preparation of all required reports and maintain all required records.
- 26) Assist in the interpretation of policies, programs and goals to staff and the public.
- 27) Provide input for the development of the District budget.
- 28) Provide assistance with the development and revision of School Board policies.
- 29) Report on the status of programs and active dropouts in areas of responsibility at the request of the Superintendent.
- 30) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate personnel action.
- 31) Assist in the development of administrative guidelines for schools.
- 32) Perform other incidental tasks consistent with the goals and objectives of this position.
- 33) Development of district calendar(s).

Leadership and Strategic Orientation

- 34) Serve on the Superintendent's Executive Leadership Team.
- 35) Participate in the planning, development and evaluation of the District's instructional program.
- 36) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- 37) Anticipate potential problems and take appropriate actions to prevent or address them.
- 38) Assist schools in resolving problems and satisfactorily addressing complaints.
- 39) Develop annual needs assessment for federal programs and others as may be deemed needed
- 40) Perform other duties as assigned by Supervisor and/or Superintendent.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: (12 Month Personnel)

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.

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EVALUATION:

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

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations

Supervisor's Signature

Employee's Signature

Date

Date

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