

**WENTZVILLE R-IV SCHOOL DISTRICT**  
**Position Description**

**Position Title:** Executive Director of Special Education  
**Reports To:** Deputy Superintendent of Students & Schools

**SUMMARY**

The Executive Director of Special Education oversees the appropriate delivery of Special Education services within the District and serves as an advocate for parents of students needing Special Education services. He/She plans, coordinates, and supervises the operations of the Special Education department.

**QUALIFICATIONS/REQUIREMENTS**

- Master’s Degree and academic preparation aligned with the job duties. Specialist’s Degree is preferred.
- Minimum of three years of experience in special education or related field, or equivalent combination of education and experience.
- Missouri Administrator or Special Education Certification.
- Experience participating in and leading processes and programs in special education, and knowledge of strategies for designing effective programs and staff development relevant to special education.

**ESSENTIAL JOB DUTIES**

- Coordinates and oversees the Special Education programs and services within the District, including non-public services, early childhood services, parents as teachers, and evaluations.
- Ensures the District is in compliance with the Individuals with Disabilities Education Act (IDEA) and the Missouri DESE State Plan for Part B of IDEA.
- Works to maximize the success and academic achievement of students with special needs.
- Facilitates meaningful communication between parents and staff to develop appropriate services for students with special needs to receive FAPE through the IEP process.
- Works toward the accomplishment of Board of Education Goals, CSIP goals, and MSIP standards.
- Serves as a representative on the Superintendent’s Extended Cabinet advocating for the needs of students receiving Special Education services.
- Collaborates with building administrators to evaluate personnel.
- Assumes responsibility for the implementation and observance of all Board policies and regulations in regards to Special Education.
- Oversees professional development of staff in relation to Special Education topics.
- Develops and maintains Special Education Department resources for staff.
- Develops and maintains procedures to ensure the confidentiality of Special Education records.
- Prepares or supervises the preparation of reports, records, lists, and all other paperwork required through state and federal inquiries.
- Prepares and submits budgetary requests and monitors expenditures of funds.

### **ESSENTIAL JOB DUTIES (cont'd)**

- Provides district training/guidance to keep members informed of policy changes, new programs, and other District developments.
- Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the program's professional and classified staff.
- Works with District administrators to resolve problems associated with Special Education services.
- Meets with and coordinates with DESE officials and District attorneys relating to Special Education topics, as needed.
- Maintains an understanding of legal, research, and other developments concerning the delivery of Special Education and acts as a resource to other District administrators.
- Works to ensure the appropriate materials and resources are available for the provision of Special Education.
- Partners with technology to oversee the management of Special Education records within the electronic student data system.
- Attends meetings relevant to special education as required, such as Board meetings, administrator meetings, conferences, and seminars.

### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as assigned by the Deputy Superintendent of Students & Schools or Superintendent of Schools.

### **ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

### **TERMS OF EMPLOYMENT**

The Executive Director of Special Education shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

### **EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.