

TRUSSVILLE CITY BOARD OF EDUCATION

Job Description

POSITION TITLE: Director of Special Education

QUALIFICATIONS:

1. Certification in the area of Special Education with three or more years experience in teaching special education classes in public education;
2. Experience in managing special education caseloads and paperwork;
3. Early childhood and Secondary experience in Special Education teaching preferred;
4. A master's degree in Administration with Ed.S or Ed.D in Administration preferred.
5. Experience as a building level administrator preferred.

REPORTS TO: Assistant Superintendent of Teaching and Learning

SUPERVISES: Teachers, paraprofessionals, and related service providers in special education

EVALUATION: Educate/Lead Alabama

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership in advancing special education, 504, homebound, and psychometric services and transition services;
2. Assists in the direction of programs PK-12 which are or may be implemented in all areas of special education to include, but not limited to, the hearing impaired, deaf/blind, Intellectually disabled, Multi-disabilities, orthopedically impaired, other health impaired, emotional disability, specific learning disability, speech/language impaired, visually impaired, autism, developmentally delayed, early childhood special education, traumatic brain injury, and Gifted;
3. Plans and provides instructional support to classroom and special education teachers which enables them to implement instructional strategies that motivate and enable students to attain appropriate achievement levels;
4. Monitors and assists in the referral and initial evaluation process and the re-evaluation process, as required, for the assignment, retention and exit of children with disabilities in the special education program;

5. Assists in the development and acquisition of instructional materials and curricula for students with disabilities in the special education program and the monitoring of individual education plans (IEPs);
6. Recommends the assignment of special education teachers and support personnel to maintain continuous opportunities for children with disabilities in the special education program;
7. Assists with the development of proposals for the operation of programs in the area of special education;
8. Assists in establishing procedures and maintaining appropriate records for children with disabilities in special education;
9. Develops, plans and conducts in-service and paraprofessional development activities for special education personnel;
10. Works with the curriculum and instruction department in planning, implementing and coordinating professional development activities;
11. Assists in the development of a proposed budget for special education and the administration of the budget as approved;
12. Encourages collaboration and maintains budget for special education, 504, and any other areas of responsibility.
13. Assists in the preparation of reports relative to students with disabilities in special education as required by the Division of Federal Programs, State Department of Education and/or the Trussville Board of Education;
14. Serves at Initial Referral meetings and multidisciplinary eligibility determination committees (MEDC) if new funding or additional resources are required;
15. Assists in recommending policies and procedures essential to the orderly operation of the program of special education;
16. Cooperates with other school systems and institutions on programs which are operated for the mutual benefit of children with disabilities in special education;
17. Cooperates with public and private agencies, organizations, and professional personnel in the provision of services for children with disabilities in special education;
18. Coordinates special education transportation assignment of students as a related service;
19. Coordinates homebound services and contracted services as required;
20. Receives, manages, and facilitates responses to special education administrative complaints, mediation requests, and due process hearings;

21. Assist school principals with interviews and screening certified special education staff;
22. Supervises, coordinates, and implements Child Find and Transition services according to regulations;
23. Demonstrates a high degree of professionalism and ethics working cooperatively with the Board, the superintendent, administrators, and certificated and non-certificated personnel, parents, and students;
24. Performs other assigned duties as directed by the Superintendent or his/her designee.

Board Approved: September 13, 2012

Board Amended: February 27, 2017; June 9, 2025