

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

DIRECTOR - SPECIAL EDUCATION II

POSITION: Director - Special Education II

REPORTS TO: Deputy Superintendent

LOCATION: Department of Special Education

NATURE OF WORK:

This is a position that plans, coordinates, and directs programs to meet the needs of students with disabilities; develops and implements policies and procedures for special education; develops, manages, and monitors the budgets for the allocations of local funds as well as state and federal funds designated for special education; and coordinates with community partners to braid services for students and families.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Develops and maintains a system for analyzing student achievement data

- Develops and implements policies, procedures and operational guidelines which govern the special education program
- Provides leadership and assistance in planning and coordinating differentiated professional development activities based on performance and compliance indicators
- Develops and implements program budgets, managing and allocating resources to provide services to eligible students
- Recommends staffing needs, changes in programs and policies affecting student rights and responsibilities
- Sets staffing levels for school-based special education programs for the purpose of providing services with fiscal efficiency
- Collaborates with other system departments to evaluate program effectiveness, and recommend changes, as needed
- Collaborates with other system departments to ensure the proper maintenance and usage of cumulative and confidential records
- Represents the school system and special education program at local, state, and federal meetings, including Board of Education meetings and community partnerships
- Collaborates with school principals and school special education teachers for the purpose of implementing and maintaining services and/or programs
- Directs personnel, for the purpose of delivering services which conform to established guidelines
- Develops proposals, new programs, budgets and grants for the purpose of meeting district goals
- Evaluates regional and school Special Education programs and monitors the implementation of special education and compliance with regulations in each location, for the purpose of carrying out and achieving objectives
- Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district
- Manages fiscal resources from the General Fund and special education grants, prepares budgets and directs spending
- Prepares documentation and reports data to the Maryland State Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations
- Communicates information on programs, services, and regulations to school personnel, parents, and the Board
- Provides oversight and direction on the recruiting, hiring, supervising, and evaluating special education staff to include supervisors, teachers, paraeducators, and other service providers
- Serves as the district representative for IEP meetings when resources beyond school budgets may be considered for the purpose of efficiently managing fiscal resources while meeting special education regulations
- Serves as the district liaison to the Maryland State Department of Education for coordination of Special Education services
- Manages special education complaints
- Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services
- Directs the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the district
- Writes/revises district Board Policy for special education as is needed or required, for the purpose of assuring program consistency and compliance with state and federal guidelines
- Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities

- Evaluates program effectiveness using formative and summative student achievement, administrative information, results from MSDE's Annual Report on State Performance Plans/Annual Performance Reviews (SPP/APR) Part B Indicators
- Develops and maintains a system of compliance self-monitoring to ensure state and federal benchmarks are met
- Advises the Superintendent and Deputy Superintendent regarding special education and other matters
- Participates on community boards, interagency committees and work groups to advocate for special needs students and their families and provide school system perspective
- Performs other related and nonrelated job duties as assigned.

QUALIFICATIONS:

Required:

- Master's degree in special education or other appropriate educational area such as Educational Administration, Curriculum and Instruction, etc.
- Valid/current Advanced Professional Certificate
- Current certification endorsement in Special Education
- Current Administrator II certification;
- Five years of recent leadership experience in the field of education to include:
 - The observation and evaluation of special education staff;
 - Experience with managing legal mandates and regulations governing the provision of special education and related services (such as IEP Chair);
 - Experience with organizational and operating procedures including the long-term program planning, goal-oriented improvement planning, and complex multi-year budget planning.

Preferred:

- Special education teaching experience with increasing levels of administrative responsibility

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range H.

BARGAINING UNIT ELIGIBILITY: SMASA

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