

TITLE: **DIRECTOR OF SPECIAL POPULATIONS**

QUALIFICATIONS: Graduate degree in education
Type 75 Administrative Certification
Special Education Director's endorsement
Experience as a special needs classroom teacher
Experience in Special Education administration
preferred

REPORTS TO: Superintendent

JOB GOAL: To assist the Superintendent in all aspects of addressing the educational requirements of special needs students, including, but not limited to, special education, gifted, ELL and Section 504.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate and oversees the District's Special Education program in compliance with state and federal regulations and District requirements.
2. Evaluates the District's special education and special service programs on an ongoing basis to ensure effective and efficient identification and service for students with special needs.
3. Serves as the District's primary resource in implementing Response to Intervention in accordance with federal law.
4. Ensures positive communication between parents of special needs students and the school district.
5. Implements effective child find activities and referral procedures to identify students with special needs.
6. Implements appropriate systems related to the identification, referral and evaluation of students for special education or other special service programs.
7. Ensures Individual Education Plan development and implementation in accordance with federal law.
8. Monitors the programming for the in-District's special needs students.
9. Assists regular education teachers in understanding the accommodating of students with special needs in the regular classroom.

10. Oversees the maintenance of special education and other special needs records in compliance with state and federal regulations.
11. Serves as liaison between the School District and the Grundy County Special Education Cooperative.
12. Represents the District's Department of Special Education at interagency, school and community meetings and functions as requested by the Superintendent.
13. Assumes responsibility for understanding and interpreting state and federal statutes, rules and other laws pertaining to special education and other special needs programs.
14. Keeps the Superintendent and administrative staff informed of developments and issues in special education and other special needs programs.
15. Assists the Director of Business Services in preparing and filing appropriate grants and claims for special education and other special needs programs.
16. Conducts periodic evaluation of the District's special needs programs and recommends adjustments to better meet the needs of the District's students.
17. Assists the Director of Curriculum in determining in-service needs and organizing in-service programming as it relates to special needs programming.
18. Assists the Director of Business Services in formulating budget projections related to special education and other special needs programs.
19. Assists the building principals in the evaluation of all of the District's special needs personnel.
20. Provides recommendations to the Superintendent regarding hiring, remediation and employment termination of the District's special needs personnel.
21. Serves as the initial contact and primary resource in the development of all District Section 504 plans.
22. Serves as the initial contact and primary resource for all ELL students.
23. Serves as the administrator of the school district's alternative education program.
24. Performs such other duties and tasks and assume other responsibilities as may be delegated by the Board of Education or assigned by the Superintendent.

TERMS OF EMPLOYMENT:

The Director of Special Populations is a 12 month employee.

EVALUATION:

The Superintendent of the school district will evaluate the performance of the Director of Special Populations.