# Job Description
# MOORE PUBLIC SCHOOLS

**Job Title:** **Executive Director of Special Education**

**Qualifications:**

**Credentials:** Administrator's or Superintendent's Certification; Special Education Certification

**Education:** Master's Degree in Education or related field

**Training/Experience Required:** 5 years of administrative experience in special education-related capacity.

**Special Skills, Knowledge, Abilities:**
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communication is clear, grammatically correct English. In addition, composes correspondence; trains and directs others and provides complex instructions; conducts interviews. In addition, this person must use creativity; make public speeches, presentations and training or provide complex letters or reports.

Data Recording/Record Keeping: This individual performs data recording/record keeping operations determining policies and procedures for maintaining existing records, including computerized records.

Mathematical Skills: Must possess mathematical skills required to analyze, assess and manage data in reports, budget management, and other functions connected to quantitative analysis and communication.

Reading and Interpreting: This individual read and interprets complex written or printed materials such as ordinances, statutes, resolutions, policies and procedures, complex diagrams, plans, contracts, and regulations.

**Contact with Others:** An incumbent in this position has regular contact with other school district officials, and shareholders in the public community. This person must be able to answer information requests from the public, interpreting and translating facts and information, explaining situations and concerns, and advising them of alternate courses of action. This person must be able to manage and investigate complaints from the staff and/or parents and communicate professionally with concerned parents and callers. An individual in this position must use tact and diplomacy, independent judgment, and problem solving. Formal presentations, interpretation of policies and procedures based on experience will be required. This person shall

be able to provide counseling, consultation, negotiations, or mediation with other agencies or within the district.

**Performance Expectations:** An incumbent will need to (A) be customer focused to resolve problems effectively; (B) manage human resources and diversity while promoting productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; investigation and resolution of complaints and grievances; (C) manage resources with fiscal responsibility while maintaining proper accountability of records; (D) manage information and communications with staff and public effectively; (E) conduct short and long-range planning to set and/or attain district goals and objectives; (F) demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems; (G) collaborate with co-workers, subordinates, other managers, and community leaders to accomplish district objectives and goals; (H) contribute to quality of district programs related to special student services and be involved in personal growth and development.

**Job Goal (Purpose of Position):** Performs administrative level duties under limited supervision of the Superintendent to: (a) facilitate the identification process to locate and evaluate students in the Moore community who may have disabilities and requires special education services; (b) ensure that all Federal and State Special Education Disability laws and regulations are fully implemented; (c) provide a free and appropriate education in the lease restrictive environment within the fiscal limitations of the district; (d) ensure all Federal mandates of the Americans with Disabilities Act (ADA) are followed; (e) manage and facilitate related services for students with disabilities under Section 504/Title II ADA; (f) manage and facilitate supplementary services for all students, such as health/medical support an incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job.

**Essential Job Functions (Performance Responsibilities):**

1. Provides leadership in establishing new programs and developing improved understanding of existing programs. Remains informed of legal requirements governing special education/persons with disabilities and ensures that these requirements are in place in the educational programs, facilities, services, and activities. Evaluates operational effectiveness of existing programs and recommends changes as needed.

2. Oversees and administers two departments (health/medical services and special education services), and supervises staff, professional and technical assistance and development of certified and support staff. Assigns work duties, evaluates performance of staff, handles personnel hiring, transfers, promotions and corrective action/discipline and other personnel related functions. Conducts necessary staff meetings. Assists building administrators with personnel decisions of special education teachers and paraprofessional support staff.

3. Oversees special education testing and student placement in special education. Administers policy on all aspects of the district's psychological evaluation services. Supervises the maintenance of confidential records and completion of required reports.

4. Answers special education questions for teachers, principals, and patrons. Consults with parents of special education students.

5. Prepares and administers departmental budgets for special, related, and health/medical services for students.

6. Acts as a liaison between schools and community service organizations. Negotiates and develops contracts for educational services with outside agencies as approved by the Superintendent.

7. Coordinates District's compliance with Section 504/Title II of the Americans with Disabilities Act (ADA) and other state and federal requirements. Oversees federal and state grant applications and adherence to grant requirements.

8. Collaborates with district enrollment center on all special education transfers in and out of the district.

9. Conducts ongoing in-service programs that maximize safe interactions between school personnel and dangerous or disruptive students. Oversee the paraprofessional service training requirements. Provides training to surrogate parents enabling them to act in the interests of the disabled child.

10. Supervises the extended school year services (ESY) for disabled students.

11. Oversees vision, hearing, and other health related screenings and prepares timely reports. Oversees other physical, occupational, and health/medical screening services of students through the related services and nursing personnel.

12. Acts as a liaison between outside agencies including Oklahoma or Cleveland County Health Department, State Department of Education, law enforcement agencies, advisory boards, etc.

13. Conducts investigations of all student-related incidents as part of the anti-discrimination, anti-harassment, anti-retaliation policies and procedures, and produces findings in the form of reports, meeting with complainants, to remediate any potential violation.

14. Ensures any request for the use of a service animal or other therapy animal in the school district is properly vetted, and all board policies are followed prior to approval.

15. Coordinates, plans, and facilities district special programs for students with specific disabilities or other needs to ensure appropriate placement and services are provided in those programs.

16. Performs other duties as assigned.

**Supervision exercised:** An incumbent supervises a large staff of employees including all school psychologists/psychometrists, occupation and physical therapists, special teachers for the visually impaired and hearing impaired, speech pathologists, specific special education teachers and support staff in special programs throughout the district, and school nurses (RNs). As part of the special services department, an incumbent in this position supervises Academic Resource Coordinators in Special Education, Behavior Support Specialists, and administrative support staff at the Administrative Service Center.

**Reports To:** Superintendent or Designee

**Physical/Mental Requirements and Working Conditions:**
Employee's job requires manual/visual dexterity or ability to keyboard, to drive, to see, hear, and evaluate performance of staff and trainees, to provide student interventions and analyze data. Must be able to communicate with teachers and other professional special education employees, students, parents, and others involved in special education. Must be able to conduct meetings and in-service training and perform site visits, resolve problems, etc.

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| **Terms of Employment:** | 255 days, twelve-month |
| **Salary:** | To be established by the Board of Education |
| **Evaluation:** | Performance of this job will be evaluated in accordance with the provisions of Board policy. |

Approved 3/9/2026