RSU No. 5 Durham ~ Freeport ~ Pownal
Director of Instructional Support JOB DESCRIPTION

QUALIFICATIONS:

1. Master's degree or higher with background in Special Education, Educational Administration, Educational Leadership or equivalent
2. Professional Certification (ME) as Special Education Administrator (030)
3. At least five year's combined successful experience in teaching and administration
4. Working knowledge of the Maine Unified Special Education Regulations (MUSER - Chapter 101) and the Individuals with Disabilities Education Act (IDEA)

REPORTS TO: Superintendent of Schools

JOB GOAL:

To ensure the provision of high quality educational programs for students with disabilities

PERFORMANCE RESPONSIBILITIES:

1. Coordinates and oversees Child Find within the Department, including screening, referrals, evaluations, and the identification of students with disabilities.
2. Interprets and implements MUSER-Chapter 101 and IDEA regulations.
3. Establishes effective liaisons with state agencies and offices that provide specialized or professional help to students and their parents, and serves as referral agent to State agencies and offices.
4. Responsible for the coordination and supervision of home and hospital tutoring.
5. Coordinates ADA and Section 504 services and assures compliance.
6. Coordinates professional development for special education.
7. Develops and manages the Department's local K-12 special education budget.
8. Responsible for supervision and evaluation of districtwide special services: Occupational Therapists, Physical Therapists, Speech Language Pathologists, School Psychologists, and Special Education Coordinators.
9. Acts as a member of the district crisis intervention team.
10. Completes grant writing and performance reporting for Local Entitlement.
11. Prepares and submits documents and other reports as requested by the Superintendent.
12. Recommends policies and programs essential to the needs of students with disabilities, evaluate existing programs, and recommend changes/additions to programming as dictated by student needs and/or changes in legal mandates.
13. Works cooperatively as a team member within the Central Office.
14. Performs other tasks and duties the Superintendent may assign.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows chain of command for various administrative procedures or concerns.
6. Observes Board and school policy.
7. Meets and follows all State and federal laws and regulations.

TERMS OF EMPLOYMENT: Twelve month year. Salary and benefits will be determined by the RSU No. 5 Board of Directors.

EVALUATION:
Evaluated annually by the Superintendent of Schools

NOTE:
The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee Name: _____

Employee's Signature:_____ Date:_____