

DIRECTOR OF SPECIAL EDUCATION

Purpose Statement

The job of Director of Special Education was established for the purpose/s of planning, implementing, directing and maintaining the District's Special Education programs and services ; serving as a resource to school personnel, the Board and other districts; and maintaining staffing to ensure that program and service goals are achieved within budget.

This job reports to District Superintendent

Essential Functions

- Assists building principals with evaluation and discipline matters involving special education staff as needed for the purpose of providing support and complying with district policies regarding special education students.
- Attends a variety of meetings (e.g. Board meetings, training, hearings, etc.) for the purpose of providing and/or receiving information.
- Contracts for special education services for the purpose of ensuring compliance with district procedures.
- Develops long and short range plans/programs and annual budget forecasts for the purpose of ensuring that the district resources are effectively utilized and expenditures are within budgetary limitations.
- Facilitates meetings, processes, etc. (e.g. due process hearings, district liaison to other agencies within the Borough area, contact for the Department of Education in Juneau, SE Parent Resource Group, etc.) for the purpose of implementing and maintaining district Special Education programs and services which achieve desired objectives.
- Manages the Special Education department for the purpose of delivering services which conform to established guidelines.
- Monitors districtwide and school site-based special education programs and/or projects (e.g. curriculum development, delivery alternatives, discipline, etc.) for the purpose of carrying out and achieving objectives within area of responsibility.
- Performs personnel functions (e.g. recruitment, hiring, evaluation, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring that objectives of Special Education programs are achieved within budget.
- Prepares documentation (e.g. grants, contracts, requisitions, district/state/federal reports, correspondence, etc.) for the purpose of providing written support and/or conveying information.
- Supervises districtwide special education personnel (e.g. school psychologists, occupational therapists, physical therapists, vision therapists, etc.) for the purpose of carrying out objectives within areas of responsibility.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: administering personnel policies and practices; applying pertinent codes, policies, regulations and/or laws; operating standard office equipment including utilizing pertinent software applications; and planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: laws related to Special Education programs; personnel management; accounting/bookkeeping principles; and stages of child development.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to frequent interruptions; being attentive to detail; implementing established curriculum; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; managing major organizational components; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience Job related experience within specialized field is required.

Education Masters degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Valid Driver's License & Evidence of Insurability
Master's Degree in Education Administration
Appropriate Wyoming Certification as an Administrator/Principal

Continuing Educ. / Training

Maintains PTSB Cert. (5 credit hrs/ 5 year renewal period)
Continued Professional Growth

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Administrator