



Simpson County School District

JOB DESCRIPTION



Position Title: Director of Special Education
Department: Special Education/ Support Services
Reports to: Assistant Superintendent for Curriculum & Instruction
Status: Certified (Overtime Exempt)

SUMMARY

To direct, administer, and supervise the Special Education program and Support Services programs in accordance with appropriate guidelines and directions to serve the educational needs of students with identified special needs effectively.

QUALIFICATIONS:

- AA certificate in Administration (Master's Degree)
- Experience in Special Education preferred
- Administrative and Supervision experience in either Elementary, Secondary, or Special Subjects; five years successful educational experience, three years of which have been in administrative or supervisory roles, two of which involve classroom instruction
- Knowledge of special education and support services programs

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conducts needs assessments and compiles other data on program needs for planning purposes
- Organizes and schedules staff and respective committees to address specific planning activities
- Involves the public, teachers, classified staff, students, and school and district administrators, as appropriate, in planning activities
- Prepares and disseminates written plans
- Continuously updates Special Education program plans
- Organizes the Special Education and Support Service programs to serve identified students
- Assigns staff and orients staff members to their assignments
- Initiates problem-solving techniques to address specific program problems and needs
- Prepares and administers budgets for the Special Education and Support Services programs
- Provides training for Special Education and Support Program personnel
- Prepares and approves forms, reports, memorandums, and other operational correspondence
- Ensures that programs fulfill the district mission statement
- Supervises professional and clerical personnel assigned to Special Education and Support Services
- Supervises specific activities in Special Education and Support Services programs
- Assists principals in supervising Special Education and Support Services program teachers assigned to individual schools
- Assists program personnel to effectively address specific tasks and responsibilities through counseling, modeling or illustrating, and directing
- Recommends personnel for employment who are under the immediate supervision of the director
- Assists principals in recommending the employment of Special Education and Support Services personnel
- Selects personnel for committee assignments based on representativeness and other specified criteria
- Disseminates appropriate information to various appropriate audiences
- Attends school board and local community meetings as well as school, district, regional, and state professional meetings
- Utilizes specific criteria to evaluate programs

- Adjusts programs based on data derived from evaluations
- Works with teachers, administrators and parents in developing Individualized Educational Plans (IEP's), evaluation procedures and confidentiality procedures.
- Serves as liaison between the local school district and State Department of Education in areas of Special Education.
- Assist in the Instructional Management Plan Program review, revision, implementations, and systematic evaluation of Special Education programs and instruction.
- Demonstrates prompt and regular attendance
- Supports the Simpson County School District's Mission, Vision, and Strategic Plan
- Performs other duties as assigned by the Principal

PHYSICAL DEMANDS and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and regularly to move; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 20 pounds, and occasionally lift and move up to 30 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Simpson County Board of Education Policy on Evaluation of Professional Personnel.

EMPLOYMENT:

240/250 day contract; Salary based on the Simpson County School District's Approved Scale.

SALARY RANGE:

\$ 78,000 - \$98,329 (based on experience and other factors)

REVIEWED BY: SIMPSON COUNTY SCHOOL BOARD

Reviewed and agreed to by: _____ Date _____