

Director of Special Education

QUALIFICATIONS:

Certification:

- Appropriate State of Illinois Professional Educator License
- Administrative License with ability to evaluate certified personnel
- ISBE Director of Special Education Endorsement required
- Current Administrative experience or Administrative like experience

REPORTS TO:

Direct Supervisor: Superintendent or designee

JOB GOAL:

- All the district special education programs and services, 504 accommodations and other programs for students of special needs are planned, coordinated, managed, supervised and evaluated to assure legal and regulatory compliance

RESPONSIBILITIES:

Supervise the Operations of the Special Education Programs and Services

- Maintains a high level of quality of all special education students' IEPs.
- Facilitates the effective operations and collaboration among the service team
- Collaborates with building administrators in the effective relationships among the service team and buildings they serve
- Maintains records as required by statute, regulations, and district procedures
- Generates reports as required by statute, regulation, and district procedures.
- Develops and manages the special education budget
- Assures consistency and appropriateness of placement decisions

Manages the Programmatic and Organizational Design for Special Education Programs and Services

- Conducts historical analyses and needs projections of special education services
- Provides leadership in setting priorities

- Manages time effectively
- Facilitates continual monitoring of programmatic variables
- Proactively generates alternative design options for special education programs
- Coordinates out-of-district and private facility placements

Provides Support to Teachers and Administrators

- Assures that teachers and administrators understand issues and processes of special education
- Assists in recruitment, orientation, selection, and support of certified and non-certified personnel
- In collaboration with building administrators provide support to staff
- Provides guidelines in developing effective organizational and programmatic structures that provide a spectrum of placement options meeting the needs of special education children within the district
- Assures that special education programs function within established curricula

Uses Technology to Enhance Special Education Programs and Services

- Demonstrates skills necessary for office and instructional technology applications
- Knowledgeable about technology which supports/ assists students with disabilities

Supports Staff Development to Enhance Special Education Programs and Services

- Participates in ongoing professional development
- Supports district professional development opportunities for personnel
- Maintains up-to-date knowledge of Illinois and federal legislation and regulations affecting special education children and programming
- Maintains up-to-date knowledge of research and tools of psychological assessment
- Supervises school psychologist, school social workers, school liaisons and school psychologist and school social worker interns

Assist the District In Fulfilling Its Mission

- Assist the superintendent in visionary activities.
- Oversee research, study, and evaluative activities to assure an innovative, comprehensive educational program which realizes each student's full potential
- Assist in fostering collaborative relationships among students, staff, families and community members

TERMS OF EMPLOYMENT:

Work Year:

11 Month

Bargaining Unit:

Non-Bargaining Position

Salary and Benefits:

Salary and benefits to be established by the Board

EVALUATION:

Performance of this job will be evaluated in accordance with administrative procedures