

## Director – Special Education

**Job Title:** Director – Special Education  
**Department:** Administration  
**Reports to:** Superintendent  
**Classification:** Exempt  
**Category:** Professional Staff

### Summary

The special education director coordinates all special education programs in the district.

### Essential Duties and Responsibilities

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Recognize the uniqueness and educability of each learner.
- Plan for continuous, comprehensive, systemic school improvement.
- Use data for vision-driven change.
- Use fundamental principles of interpersonal communication, consensus building, conflict resolution, and organizational change.
- Keep abreast of current research, philosophy and practices in education.
- Promote use of technology to support and enhance learning, and to demonstrate knowledge of software programs used for special education records.
- Coordinate and facilitate professional development and meetings for special education staff.
- Enforce district policies, practices, and regulations.
- Be available when necessary beyond normal business hours for parent/student conferences and special education related business.
- Initiate, encourage, demonstrate and maintain proactive, open and honest communications and relationships with staff, parents, and the community.
- Interpret special education laws, rules, regulations, and standards to students, parents, and staff.
- Actively participate in district's administrative team, consulting on legal concerns & parent/student issues.
- Assist, support, supervise, and recommend changes in the planning, development, and implementation of a program that provides special education services for all students.
- Provide leadership for and direct special education services for all students by directing, coordinating, and facilitating, and evaluating action plans to accomplish goals and objectives related to special education.
- Support principals and teachers in implementing special education programs and services.
- Serve as a liaison between special and regular education teachers and with agencies involved in programming for individual children with disabilities.
- Coordinate and facilitate advisory groups, committees, and service providers related to special education.
- Prepare and maintain all records and submit reports required by the Department of Elementary and Secondary Education and other federal, state, and local regulatory agencies.
- Oversee and ensure special education compliance.
- Recruit, interview, hire and evaluate special education staff.
- Coordinate with other departments to implement and maintain a student data base.
- Direct and monitor special education budget and related grants.
- Serve as private/parochial liaison for evaluation and coordinate eligible services.
- Coordinate with early childhood director on early childhood special education services and budget.
- Other duties as assigned and/or prescribed by the school district's policies and procedures.

## **Director – Special Education**

### **Supervisory Duties**

Collaborate with building principals to supervise and evaluate special education staff performance and program suitability.

### **Qualifications**

**Experience** - Three years teaching experience in special education classroom

**Education (minimum)** - Master's degree or higher in Educational Leadership

**Certificates, Licenses, Registrations** - Valid Missouri special education administrator certification

### **Skills and Abilities**

#### **Language**

An individual who holds this position must have the ability to:

Present information to staff members, other administrators and the Board of Education

Respond to common questions and complaints

Interview students and staff

Read, analyze and interpret professional journals, government memos, Board policy, administrative procedure and statutes

Write newsletter articles, staff memos and ordinary business correspondence

Keep information confidential when required by law, policy or a particular situation

#### **Computation**

Ability to compute ratios, percentages and create and interpret graphs and figures

#### **Reasoning**

Ability to define problems, collect data, establish facts and draw valid conclusions

#### **Technology**

Basic computer word processing, spreadsheet and research skills

Ability to access and create reports using the district's student information software

### **Physical Demands**

*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 essential functions.*

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings and supervise bus loading and unloading areas and sit for an hour or more at a time.

### **Hearing**

Must be able to hear a conversation in a noisy environment

### **Attendance**

Consistent and regular attendance is an essential function of this position

### **Conditions and Environment**

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

The work environment is consistent with a typical office environment; however the individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours.