

## **GILA CROSSING COMMUNITY SCHOOL**

**Position:** Special Education Director

**Reports to:** Executive Director

**Overview:** This person works directly with the administration, staff, parents and community members in a variety of duties related to the GCCS Special Education Program, in regard to special needs students and compliance with IDEA rules and regulations.

### **Qualifications:**

1. Master's degree in Special Education with endorsements in cross-categorical or multiple areas of Arizona certification.
2. Knowledge and experience with special education (IDEA) laws, processes and paperwork management.
3. Understanding of evaluation process and procedures.
4. Ability to write IEP's, reports and other documents associated with special needs services.
5. Ability to collect and analyze data for decision making.
6. Ability to maintain effective working relationships with people of varied economic, educational and cultural backgrounds.
7. Knowledge and/or experience with understanding and successfully working with tribal, federal and state programs.
8. Maintenance of high ethical behavior and standards related to confidentiality of records and materials as required by law.
9. Physical and emotional condition adequate to meet the demands of the assigned duties and responsibilities.
10. Must possess a valid Arizona Driver's License.

### **JOB RESPONSIBILITIES:**

#### **General Program Needs:**

- Ensures documentation of discussion with various outside sources-phone/contact logs.
- Develop working relationship with other BIA funded schools.
- Monitor progress on "Special Education Improvement Plan" submitted to the Center for School Improvement.
- Organize and present paperwork to !SEP/agency team for yearly "verification of child count" monitoring.
- Facilitate monitoring of files by Agency Special Education Coordinator.
- Collaborate with Early Childhood Program Director in regard to Child Find process.
- Attend various conferences and training opportunities pertaining to Special Education topics.
- Collect and share notification of pertinent conferences and training opportunities with staff.