

## **DIRECTOR OF SPECIAL EDUCATION**

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**QUALIFICATIONS:**

1. Master's Degree
2. At least four years of relevant experience serving students with disabilities
3. Valid endorsement of Director of Special Education or District Leadership
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**SUPERVISES:** Special Education Services Staff

**JOB GOAL:** To provide leadership to coordinate and supervise the effective delivery of Special Education services.

**PART/FULL-TIME** Full-time

**FSLA STATUS** Exempt from overtime

**BOE APPROVAL:** 06/08/2020

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Regular attendance and punctuality are essential functions of the job.
2. Maintain appropriate licensure and endorsement for Director of Special Education or District Leadership.
3. Support the philosophy and mission of USD 407 Russell County Schools and adhere to USD 407 Board Policy.
4. Provide professional leadership in organizing, administering, supervising, and evaluating the effective delivery of Special Education services.
5. Ensure that all Special Education programs, activities, and documents conform to federal and state laws, regulations, and guidelines.
6. Annually review (and amend, as needed) the USD 407 Special Education Policies, Procedures, and Practices to ensure compliance with state and federal laws/regulations.
7. Conduct and/or coordinate child find activities in accordance with all applicable laws.
8. Collaborate with the Superintendent in the development and administration of the Special Education budget.
9. Keep the Superintendent informed of Special Education activities and concerns.
10. Provide information and recommendations to the Board of Education regarding the operation and management of Special Education services.
11. Submit all reports required by the Kansas Department of Education in a timely and accurate manner.
12. Attend training and provide administrative oversight of the Special Education Management Information System.
13. Attend training and provide administrative oversight of the Special Education Medicaid reimbursement program.
14. Supervise documentation of student attendance reports, staff timesheets, and similar data necessary to receive state and federal funding.
15. Prepare all reports and application renewals, as required by granting agencies.

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16. Maintain confidentiality of sensitive information, with respect to school and student level data, as well as information regarding school personnel.
17. Effectively prioritize work and meet deadlines; manage multiple assignments; follow assignments through to completion; and, respond quickly to requests for information and assistance.
18. Arrange for transportation of students with disabilities who require specialized transportation to receive Special Education services.
19. Review and approve student referrals for Special Education evaluation.
20. Establish and follow procedures for requisitioning, ordering and paying for Special Education equipment and supplies.
21. Maintain a permanent inventory of equipment purchased for Special Education.
22. Serve as administrative team leader in the recruitment, selection, and recommendation for hiring of any Special Education personnel.
23. Collaborate with building principals to evaluate job performance of Special Education personnel, personnel needs, and facility/equipment improvements.
24. Assume responsibility for compiling, maintaining, and filing all reports and records legally required or administratively useful.
25. Maintain cumulative individual records of all children receiving Special Education services, until such time as the records can be legally destroyed.
26. Communicate effectively with students, community, staff, and administration.
27. Provide supportive leadership and continuing staff development activities for Special Education personnel.
28. Assume responsibility for own professional growth and development; for keeping current with educational literature, new research findings, and improved educational techniques; and, for attending appropriate professional meetings and conventions.
29. Perform other duties, as assigned by the Superintendent or the Board of Education.
30. Maintain a valid Kansas driver's license.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Boards' policy *CGI Administrator Evaluation*.

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

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| <u>    </u>  | 1. Very rarely requires exertion beyond walking.   |
| <u>  X  </u> | 2. Very rarely requires physical exertion beyond walking or climbing stairs.   |
| <u>    </u>  | 3. Requires prolonged (over 50% of the time) standing and walking.   |
| <u>    </u>  | 4. Requires prolonged (over 75% of the time) standing and walking.   |
| <u>  X  </u> | 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.                 |
| <u>    </u>  | 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials. |
| <u>    </u>  | 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials. |
| <u>    </u>  | 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.              |
| <u>  X  </u> | 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move,                                     |

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- \_\_\_\_\_ lift, carry, or push heavy objects weighing more than 50 pounds.  
X 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**An Equal Employment/Educational Opportunity Agency**

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.

(BOE Revision: 8/13/2012)

Director of Special Education