

SPECIAL EDUCATION DIRECTOR

The Special Education Director will supervise and administer all district programs for children with disabilities under Individuals with Disabilities Education Act (IDEA.) Should be knowledgeable about the developments and trends in special education, instructional management and supervision, including attendance at meetings and training for LEA Coordinators conducted or sponsored by the AED, Special Education Unit. Must possess knowledge of all special education to include law, programming, policy compliance, and finance. Must be computer literate with the ability to accurately complete and submit program applications. Must be able to read and comprehend written instructions, policies, and procedures. Must be attentive to details, a self-starter, able to work effectively without constant or direct supervision. Must be able to multi-task and have good communication and organization skills. Understands the concept of confidentiality and supports guidelines concerning the release of public information.

The Special Education Director will monitor the operation of district programs for children with disabilities to ensure the operation is in accordance with state-adopted and approved policies, procedures and guidelines. Will provide on-going, regularly scheduled consultation to special and regular education personnel in the district. On a regular basis, the director will visit special and regular education classrooms to observe the effectiveness of the special education program. Follow policy and procedures outlined under district, state and federal IDEA guidelines in developing student services and individual education plans.

Must have a current Arkansas Teaching License to include Curriculum Specialist Special Education. Candidates must pass an Arkansas State Police background check, an FBI background check and a DHS background check.