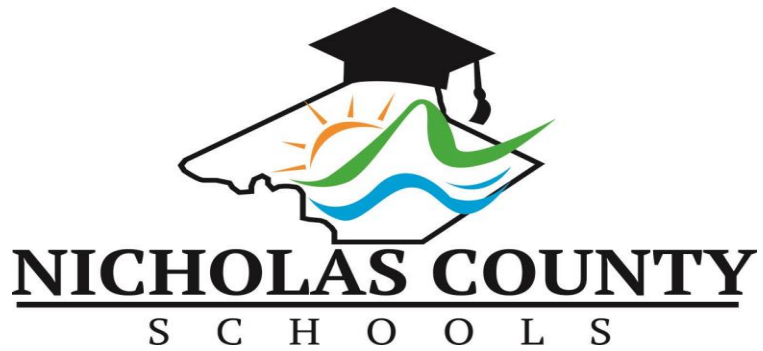


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Superintendent

Dr. Donna Burge-Tetrick



400 Old Main Drive, Summersville, WV 26651
Phone 304-872-3611
Fax 304-872-4626

Job Description

Position: Special Education Director

Classification: Professional

Reports to: Superintendent

Evaluation: Evaluations conducted as defined in West Virginia Board of Education Policy 5310.

FLSA Status: Exempt

Supervises: Special Education and clerical staff

JOB SUMMARY: To provide leadership, coordination and support to special education programs, at all programmatic levels, in order to ensure the compliant delivery of high quality instructional programming.

The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the School System

Qualifications

- Valid teaching certificate licensing the individual to teach in the specializations and grade levels pursuant to WV Code §18A-3-2 Master's Degree in Special Education; experience as school administrator and/or special education teacher, and central office experience preferred
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate
- Meet the qualifications outlined in WV Code §18A-3-2a
- Perform duties as described in the job description below.

PERFORMANCE RESPONSIBILITIES:

- Direct the planning, implementation, and evaluation of special education programs throughout the county;
- Direct the implementation of the requirements of the IDEA, Policy 2419 and other state and county policies as they affect and relate to special education programs;

- Provide and gather relevant data in relation to the District Self-Assessment/ Annual Desk Audit;
- Provide information on special education programs budgetary needs;
- Determine school wide special education staffing needs based upon caseload requirements and individual student needs;
- Supervise assigned personnel, conduct annual performance evaluations, and provide recommendations for appropriate employment action;
- Work with principals individually and in groups in planning and administering special education programs;
- Assist principals, teachers and departmental staff in the appropriate identification of SLD students via the Support for Personalized Learning Model;
- Maintain a close working relationship with the principal of the Nicholas County Learning Center and central office staff to ensure information exchange, coordination of efforts, and general support for the decision making process in the central office;
 - Oversee the investigation of all parent complaints and or concerns against special education programs within the schools or department, document the conditions, and make appropriate recommendations;
 - Monitor the district's performance on all compliance indicators in the State Performance Plan (SPP) and indicators of student results identified in the Annual Performance Report (APR) and make recommendations to the Director of Special Education to bring about changes for improvements;
 - Direct general file reviews, transition file reviews and discipline file review to determine possible systemic issues;
 - Visit special education programs regularly to make recommendations to principals concerning programming, delivery of service and instructional needs.
- Assist in the development, implementation, and evaluation of staff development activities at the district and department level;
- Keep informed of current trends and legal issues in special education through reading, research and attendance at educational meetings and conferences to ensure effective and compliant programs; and
- Develop and maintain a web page with special education resources for staff, parents, and students.
- Perform other duties as assigned by the Superintendent.

PHYSICAL DEMANDS: The physical demands described 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 the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB). The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are

performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

Revised: July, 2019