

Director, Special Services
Marshall Public School District Job Description

Position Title: Director of Special Services
Department: Instruction
Reports to: Superintendent

SUMMARY: Directs the Special Education Program and Federal Programs for the District. Addresses parent concerns about the services provided through these programs at Marshall Public Schools. Provides guidance to the district so the special programs are in compliance with State and Federal laws. Collaborates with the Central Office Administrative Team in district-wide leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Plans, supervises, and evaluates the following programs
 - Special Education – IDEA and ECSE
 - Section 504
 - Federal Programs – Title I.A, I.C, II.A, III EL & Immigrant, IV.A, & V.B
 - Gifted
 - Homeless
 - Food Service
 - Nursing
 - Parents as Teachers
 - Social Work
- Consults with staff, parents and outside agencies regarding Special Education Students.
- Responds to parents regarding the evaluation and placement of their children.
- Discusses the above mentioned programs, personnel and students with building administrators.
- Maintain budgets for the above mentioned programs
- Develops and administers the Special Education local budget.
- Monitors staff caseloads and student progress.
- Keeps informed of legal requirements for the above mentioned programs.
- Assists in the adaptation of school policies to ensure compliance with state and federal laws.
- Helps plan staff in service training activities.
- Arranges Special Education Transportation with the bus company.
- Supervises the District's Homebound Program (for regular/special students).
- Provides guidance to determine if children are eligible for special services.
- Cooperates with college and university officials regarding teacher training and preparation.
- Supervises the Medicaid Program.
- Codes special services staff and students in core data.
- Supervises the Behavior Assistance Team.
- Works as a member of the Central Office Administrative Team in decision-making, advising, management, and addressing/solving problems through district-wide leadership.
- Communicates with administration at Great Circle and nonpublic schools to coordinate services as provided by special education and federal programs.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 8 central office employees. Is responsible for the overall direction, coordination, and evaluations for special education and federal programs. Responsibilities include assisting principals in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; and addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE: Master's degree in Administration.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Special Education Missouri certificate as a Special Education Director. (Certificate is renewable every 5 years till Director has been a Special Education Director for 10 years then certificate is renewable for another 10 years.)

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT: Twelve month contract.