

## **Director of Special Services**

### **Purpose Statement**

The job of Director of Special Services is done for the purpose/s of directing special education programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Superintendent

### **Essential Functions**

- Assures compliance with state and federal regulations (e.g. Missouri State Compliance Plan, Special Education Performance Report, IMACs, etc.) for the purpose of administering, supervising, and evaluating the special education program.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, Board of Education, community members, contracted services, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Coordinates program components, support needs, contract services, and materials (e.g. curriculum, transportation, behavioral, MANDT, etc.) for the purpose of providing services that conform to established guidelines and meeting the needs of the students.
- Coordinates required state assessments (e.g. MAP-A, MAP, etc.) for the purpose of ensuring full compliance with State and Federal laws related to IDEA, Section 504, and ADA.
- Facilitates meetings, workshops, seminars, etc. (e.g. due process hearings, district liaison, professional development, special education parent groups, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Manages special education department operations (e.g. Early Childhood Education Center, ensures IDEA mandates, staff professional development, quality services, customer service, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Monitors budget (e.g. allocations, expenditures, fund balances and related financial activities, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in a variety of meetings (e.g. Board of Education, Superintendent Cabinet, IEP, District Student Success Team, workshops and seminars, CASE, MO-CASE, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, recommending, professional development, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, program evaluations, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

- Presents information (e.g. budget overviews, accounting processes, distribution formulas, regulations, program evaluations, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches a variety of topics required to manage assignments (e.g. relevant policies, new federal and state regulations, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.
- Responds to a wide variety of issues (e.g. staff problems, conflicts in policies and regulations, community concerns, parental requests, etc.) for the purpose of identifying the relevant issues that may result in some negative impact and/or liability if not appropriately addressed, and recommending or implementing a plan of action that will efficiently resolve the issue.
- Supervises personnel (e.g. Process Coordinator, Parents As Teachers personnel, Early Childhood Teachers, Instructional Assistants, Special Education Teachers, contracted services SLP, OT, PT, O&M, psychologist), visually & hearing impaired personnel, etc.) for the purpose of ensuring the district remains in full compliance with State and Federal laws related to IDEA, Section 504, and ADA.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** Masters degree in job-related area.

**Equivalency:** Masters or Specialist degree in related area with increasing levels of job-related experience may substitute for MA Degree.

**Required Testing**

State Boards

**Certificates and Licenses**

Driver's License & Evidence of Insurability  
Certificate in Special Education

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

5/8/2020

**Salary Grade**

H / Director SpEd