

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Director Special Services

**FLSA:** Exempt

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### GENERAL SUMMARY

Under limited supervision, directs the special services programs for the District. Assists the Assistant Superintendent for Instruction in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services in order to ensure that each Special Education student is provided with the richest education experience possible. Plans, directs and implements the special education curricula of the School District of Newberry County. Reports to the Assistant Superintendent for Instructional Services

### ESSENTIAL FUNCTIONS

Directs, plans, coordinates, and implements a comprehensive special services program which includes homebound instruction to ensure appropriate instructional experiences. Coordinates the homebound instructional program by authorizing eligibility for service and payment for services rendered.

Provides staff leadership to special education instructional personnel to ensure their understanding and implementation of educational objectives of the District.

Guides development, implementation and evaluation of special education curricular and instructional services. Serves District administrative personnel as technical consultant and advisor regarding curricula and other types of programs for students with special needs.

Works as needed with directors, principals and teachers in organizing and coordinating grade level, subject area and departmental meetings in order to affect horizontal and vertical continuity and articulation of the special education instructional program throughout the District.

Effectively coordinates, with teacher input, the selection of appropriate textbooks and instructional materials which support the special education curriculum.

Demonstrates the ability to train and observe for effectiveness in teaching, for the purpose of teacher evaluation.

Supervises various types of screening programs dealing with handicapped students which may be required by the District or the State Department of Education. Demonstrates the ability to supervise, plan and implement a comprehensive program of psychological services for students, parents, and school staff.

Assumes responsibility for keeping the District in compliance with the state and federal regulations regarding programs for the handicapped. Interprets and formulates pertinent policy and procedures in response to legislation and provides related advice to administrators, employees and staff; recommends new or revised policies and/or procedures as warranted.

Accurately prepares all reports and project proposals to the State Department of Education in accordance with state and federal laws and regulations. Accurately compiles and maintains written records and reports concerning special education and disseminates to the appropriate source. Effectively supervises the Medicaid reimbursement program for the school District.

Coordinates contracted services for students' education in other District programs, multi-district programs, private programs, or other facilities. Demonstrates the ability to establish procedure for referral, evaluation, placement and re-evaluation of students in regard to the special education services. Participates in consultations as needed.

Demonstrates the ability to develop a budget for Special Services and allocates funds within budget limits to accomplish objectives. Keeps abreast of availability of funds (federal or otherwise) for projects and develops or assists in the development of such project proposals as are needed to obtain grants.

Is effective in communicating with parents, coworkers, administrators, psychologists, nurses, agency personnel, etc. concerning the District's special education instructional and operational programs. Assists the building level administrators with the implementation of special services programs in each school.

Operates general office equipment such as a copier, computer, and calculator.

Performs other related duties as assigned or requested.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

Master's degree in Special Education or Education Administration or a related discipline with a minimum of five years of experience in Special Education or School Administration; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid Teaching Certificate and a South Carolina driver's license.

### **Knowledge:**

Knowledgeable of all state and federal regulations and compliance requirements applicable to special education. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of proper maintenance of equipment, materials and supplies used in daily activities. Has thorough and comprehensive knowledge of all aspects of special education including identification, evaluation, placement, etc. Knowledgeable in planning and formulating budgets and monitoring related expenditures. Basic legal knowledge pertaining to the education of handicapped students. Knowledge of grants and state-mandated programs related to training for certificated District personnel. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to special services functions.

### **Skills/Effort:**

Ability to comprehend, interpret, and apply state and federal regulations related to special education. Ability to operate general office equipment in the performance of daily activities. Ability to effectively apply knowledge of special education to programs, services, and curricula. Ability to communicate effectively with students and their parents, District staff, and all other groups involved in the activities of the job. Advanced management, organizational, human relations, communications and interpersonal skills. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to prepare and monitor the department budget. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to complete, process, and maintain all required records, reports, and confidential personnel information. Ability to operate general office equipment such as a computer, calculator, copier, etc.

### **Working Conditions:**

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to ten pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

**Responsibility:**

Responsible for the designated budget.  
Supervises Special Services staff.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____