

Director of Special Education

Job Description

Qualifications:

1. Minimum of masters degree.
2. Minimum of three years successful teaching experience.
3. Three years successful experience in school administration preferred.
4. Ability to work effectively with students, school personnel, parents, and outside agencies.
5. Exhibits knowledge of the special education rules, regulations, and curriculum.
6. Exhibits knowledge of the duties and responsibilities of a Director of Special Education and the ability to perform the duties and responsibilities as demonstrated in the personal interview.
7. Educational philosophy compatible with the Jackson County Board of Education.
8. Ability to supervise and evaluate personnel.

Immediate Supervisor: Assistant Superintendent

Duties and Responsibilities:

1. Provide purpose and direction for schools/county.
2. Demonstrate cognitive skills to gather, analyze, and synthesize information to reach goals.
3. Managing consensus and group behaviors.
4. Enhance quality of total school/county organization.
5. Organize and delegate to accomplish goals.
6. Communicate effectively.
7. Display leadership and support in all areas of responsibility.
8. Establish and implement an improvement process for areas of responsibility.
9. Establish good public and employee relations in all areas of responsibility.
10. Maintain professional work habits.
11. Maintain and upgrade his/her professional skills.
12. Evaluate personnel under the direct supervision of the Director of Special Education.
13. Coordinate the provision of services to students identified as needing special education and/or related services.
14. Plan for, maintain, and improve existing programs ,and organize and establish new programs in concordance with federal and state regulations.
15. Provide professional support and instructional services to children identified as eligible for programs for exceptional children.
16. Establish, revise, and monitor the process of referral, screening evaluation, placement, instruction, and reevaluation.
17. Establish, revise, and monitor standards for the program placement for exceptional children.

18. Establish, monitor, and revise public awareness program for exceptional children.
19. Supervise the development and delivery of appropriate instructional plans for special education students.
20. Develop ongoing staff development for professional and service personnel in special education.
21. Monitor and revise programs of study for exceptional children.
22. Establish, monitor, and revise exceptional children data base.
23. Consult with parents, school personnel, and office staff on matters pertaining to diagnosis, referral, and curriculum modifications for exceptional children.
24. Develop and prepare all proposals and plans for programs for exceptional children.
25. Prepare all local, state, and federal special education reports required by Jackson County Board of Education, West Virginia Department of Education, and U.S. Office of Special Education Programs (OSEP) / Office of Special Education and Rehabilitation Services (OSERS).
26. Act as consultant to principals, teachers, and administrative staff.
27. Implement and monitor due process hearing procedures, confidentiality procedures, and record maintenance procedures for exceptional children.
28. Monitor and evaluate the special education program and related services.
29. Interpret and administer approved state special education policies and procedures.
30. Develop, implement, and monitor county special education policies and procedures.
31. Interview applicants for professional and service personnel positions and make recommendations to personnel director.
32. Coordinate services provided by outside agencies.
33. Work with the Office of Special Education Programs and Assurances, Regional Education Service Agency, and other outside agencies to improve staff training and to improve services to exceptional children.
34. Serve as 504 Coordinator for the Board of Education.
35. Perform other job related duties as assigned by the assistant superintendent.

Jackson County Board of Education
Revised: January, 1993