

Position Title:

Director of Special Education/Student Services

Supervisor:

Superintendent

Purpose: Implement and maintain pupil service programs and services in conformance with district and state objectives; provide written support and/or convey information; serve as a resource to other school personnel, the Board and other districts; and maintain adequate staffing to ensure that objectives of programs and services are achieved within budget guidelines.

Duties:

- Collaborate with others (other district personnel, community organizations, etc.) for the purpose of implementing and/or maintaining services or programs, and to identify and assess student needs.
- Develop long and short-range plans/programs and annual budget for the purpose of ensuring that the district's resources are effectively utilized, and to improve student achievement for all students.
- Evaluate programs and/or projects for the purpose of carrying out and achieving objectives within area of responsibility. Manages and oversees program components (e.g. program design for exceptional education, gifted education) for the purpose of delivering services which conform to established guidelines and regulations.
- Manage and work with staff for the purpose of identifying students who are not making adequate academic progress and design appropriate interventions.
- Assist other personnel for the purpose of supporting them in the completion of their work activities and professional growth.
- Coordinate with administrators and staff for the purpose of providing staff development to improve achievement of all students.
- Facilitate meetings, processes, etc. for the purpose of implementing and maintaining programs and services which achieve district's desired objectives.
- Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Provide principals with current research-based models for the purpose of use in identification of exceptional education students and for intervention in their academic progress.
- Research a variety of information (e.g. current practices, instructional materials, methods, curriculum guidelines, concerns etc.) for the purpose of developing new programs and/or master plans.

Skills:

- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Communication - Communicating effectively as appropriate for the needs of the audience.

Job Description Approved: October 17, 2019