

Special Services Director

Job Title: Special Services Director
Department: Administration
Reports to: Superintendent
Classification: Exempt

Summary

The Special Services Director is responsible for the overall educational needs for students with disabilities in the district.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

The individual who holds this position has the responsibility to:
Submit all financial reports required by state or federal authorities
Prepare Special Education reports for Board meetings
Supervising personnel
Training staff and assisting with professional development to help staff work with students with disabilities
Stay informed about changes in Special Education at the state and federal levels
Plan, design, evaluate, modify and coordinate programs for the department
Enforce the Special Education timelines for evaluations and Individual Education Plans with administrators, testing diagnosticians, teachers, and other professionals
Plan/Prepare staff development activities, curriculum development and other professional opportunities
Perform related work as required

Supervisory Duties

The Special Services Director supervises all staff in the Special Services office

Qualifications

Education

Master's degree or higher in educational administration

Certificates, Licenses, Registrations

Valid Missouri principal's certificate for the appropriate grade levels

Special Education Administration preferred

Skills and Abilities

Language

This position requires strong written and verbal communication skills. The individual who holds this position must:

Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and contracts and other legal documents

Special Services Director

Have listening skills sufficient to receive inquiries and complaints and respond appropriately

Be able to make effective presentations to the Board, staff and community

Computation

Ability to do basic mathematic calculations, apply concepts such as fractions, percentages, ratios and proportions to practical situations and apply financial concepts such as compound interest, time value of money, tax rates and discounts

Reasoning

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts

Technology

This position requires basic skills in the use of computers and hand-held devices such as PDAs and phones.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

The individual who holds this position:

Is regularly required to sit, walk, hear and speak

Meet deadlines with severe time constraints

The position occasionally requires an employee to work extended hours. A moderate amount of travel, both in and out of state, is required.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who occupies this position will regularly work in a typical office environment.