

PINON UNIFIED SCHOOL DISTRICT NO. 4 JOB DESCRIPTION

Position Title: Exceptional Student Services Director

Terms of Employment: 12 months

Salary: As Per District Salary Schedule

FLSA Status: Non-Exempt

Benefits: Standard Package

QUALIFICATIONS:

1. Valid State of Arizona Supervisor and Administrative Certificate
2. Master's Degree preferably in Special Education
3. Minimum of five years successful teaching experience in Special Education
4. Knowledge of all areas of Special Education programs for exceptional children, school management techniques, child development, counseling and psychological theory, modern curriculum concepts and learning theory.
5. Skill to work comfortably and competently with administrators, teachers, classified personnel parents, and students of all ages; develop empathy with parents and pupils; plan, organize, and direct the work of others; prepare written statements of policy, procedure, grants, and evaluate instructional programs, personnel and reports; exercise initiative; and posses mature judgment.
6. Master's Degree in Special Education desired, graduate work in educational management curriculum development and Special Education; knowledge of Special Education laws, procedures, compliance, due process and staff development.
7. Must have proven successful employment record.

JOB GOAL: Provide leadership in development, implementation, evaluation and improvement of all Special Education programs, psychological service and counseling programs and monitor Special Education policies and procedures.

DUTIES AND RESPONSIBILITIES:

1. Assists the certified and classified personnel administrators in recruitment and hiring of Special Education staff members.
2. Plans programs, coordinates curriculum resources and assists in evaluating the effectiveness of programs for individuals with exceptional needs.
3. Assumes responsibility for the orientation and in-service training of teachers, counselors, psychologists, resource teachers, aids, and others assigned to the various Special Education programs.
4. Assumes responsibility for the evaluation and selection of devices, materials and techniques used in the Special Education programs.
5. Serves as ex-official chairperson on mandated Special Education committees dealing with admissions, pupil progress and discharge.
6. Keeps abreast of curriculum innovations, learning theory and current organizational practice for the purpose of modifying, updating, and improving programs and services.
7. Promotes liaison with regular classroom to ensure effective integration for special educational students into the regular school program.
8. Supervises the attendance accounting and instruction organization procedures used by Special Education personnel so that minimum excess costs, consistent with maximum program effectiveness, are realized by the district.
9. Provides leadership for the psychological services and counseling program that promote teamwork and collaboration among all district programs.
10. Assumes responsibility for the development of realistic and cost effective budgetary recommendations for support of various Special Education programs.
11. Serves as the principal Special Education representative to the State Department, to other districts, to the Board of Governors, and to the community at large.
12. Works closely with the school principals, in a consultant role, to ensure that all resources of the regular school program are exhausted prior to placement of children in Special Education.
13. Keeps constantly alert to the needs and trends of the district in the area of Special Education and recommends to the district office the expansion, modification or reduction of special program and staff as changing needs so indicate.
14. Formulates with the assistant staff personnel specific instructional objective for special program consistent with the educational philosophy of the district, or periodically evaluates program toward those objectives.

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15. Keeps informed on the content and status of current Special Education legislation and formulated positions on that legislation which reflects the best intent of the district.
16. Develops and implements evaluation procedures for all Special Education programs.
17. Performs other duties as may be assigned by the supervisor, superintendent and Governing Board.
18. Supervises Special Education district-wide staff, district registered nurse supervisor, and collaborates with building principals to supervise and evaluate special education building staff.
19. Performs other duties as assigned.

REPORTS TO: **Superintendent**

EVALUATION: Performance will be evaluated in accordance with the Governing Board Policy on Evaluation of Support Services Personnel.

Employee's Signature: _____

Date: _____