# NELSON COUNTY SCHOOLS

**Job Description**

**TITLE: DIRECTOR OF SPECIAL EDUCATION SERVICES, AND 504 PROGRAMS**

**QUALIFICATIONS:** Supervision Certification and Director of Special Education

**REPORTS TO:**  ~~Superintendent~~ Director of Secondary Schools

**JOB GOALS**:Provide leadership and supervision of special education and 504.

Supervise and coordinate the direction of special education/504/ programs. Provide quality educational programs for students in special education.

# PERFORMANCE RESPONSIBILITIES:

Directs and supervises, Special Education program and 504 plans.

Supervises district level staff forspecial education programs. Assumes responsibility for writing special education grants.

Work with the Finance Director to prepare and monitor special education program budgets.

~~Collaborates with the Director of Federal and State programs to prepare and perform special education program evaluations.~~

~~Collaborates with the Director of Federal and State programs to complete special education, 504 program reports as required by the Department of Education.~~

Assists the Superintendent with effective instructional practices and programming as it relates to federal programs, special education, RTI and 504 plans.

Assists principals in screening, hiring, and evaluating the special education personnel.

Coordinates the instructional component for Horizon Academy, for special needs students.

Assists with the recruitment of special education personnel and related services personnel. Determines the total personnel needs (teachers, aides, therapist, etc.) for special education, and related services.

Supervises the school psychologist services program.

Assists the Superintendent with the District CDIP.

Develop, implement and monitor procedures to identify, locate, and evaluate students with disabilities. (Child Find)

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Assumes other duties consistent with the position assigned as may be requested by the Superintendent.

Oversees 504 program for students and makes appropriate services available to students. Represents superintendent on administrative ARC.

Demonstrates regular attendance and punctuality.

Assist Transportation Director in meeting special transportation needs.

Develop and implement a system for monitoring Individual Education Programs (IEP’s).

Identify resources needed to implement special education program objectives.

Develop, implement and monitor procedures to monitor student progress.

Coordinate and monitor school based medicaid and transition services for students with disabilities.

Coordinate and monitor Safe Crisis Management training and paperwork.

Monitor equipment inventory for all items in Special Education.

Coordinate district Mental Health needs for all students.

Coordinate district behavioral needs for students with disabilities.

Adheres to professional Codes of Ethics adopted by the Kentucky Education Professional Standards Board.

**KNOWLEDGE AND ABILITIES:** To perform the responsibilities as previously outlined.

**ABILITY TO:** Perform as a leader such that student achievement is maximized.