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|  | **JOB TITLE** | DIRECTOR OF SPECIAL EDUCATION & 504 SERVICES |
| **REPORTS TO** | DIRECTOR OF LEADERSHIP & LEARNING |
| **SALARY SCHEDULE/GRADE** | CERTIFIED + ADMINISTRATIVE STIPEND |
| **CONTRACTED DAYS AND/OR HOURS** | 186 DAYS + EXTENDED DAYS PER EXTENDED EMPLOYMENT SCHEDULE |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 0050 |
| **POSITION CLASSIFICATION** | CERTIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Kentucky Certification in Special Education (teacher). Valid Kentucky Certificate as Supervision of Special Education. Education and Administrative experience preferred. |

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| **POSITION SUMMARY** |
| To lead, facilitate, coordinate, and monitor the implementation, operation, and evaluation of special education programs to ensure a soundly based systemic approach to improving education so that all children learn. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Development of an organization and staffing plan to assure attainment of objectives; make or recommend changes as appropriate. |
| Assist principals, councils, and staff with assessing school needs and services, instructional programs and strategies, and implementing an effective curriculum and method for improving instruction and ensure that all students learn to their highest potential. |
| Collaborate with district staff and others to develop, implement, and/or obtain and provide needed resources, services, and materials for students. |
| Respond in a timely manner to parent and community concerns about the special education program and related issues upon request and as needed; facilitate group meetings as needed. |
| Develop and monitor procedures for maintenance of confidentiality of special education documentation. |
| Update policies and procedures as related to special education as required. |
| Develop, implement, and monitor budgets related to special education. |
| Facilitate requests to the District for complaints, due process, hearings, and mediations. |
| Supervise and evaluate assigned staff. |
| Facilitate and coordinate the implementation and evaluation of special education programs; prepare staff development plans indicated by evaluation. |
| Develop, implement and monitor procedures to identify, locate, and evaluate students with disabilities. (Child Find) |
| Assist Transportation Director in meeting special transportation needs |
| Develop and implement a system for monitoring Individual Education Programs (IEP’s) |
| Coordinate and monitor school based Medicaid and transition services for students with disabilities. |
| Coordinate and monitor Safe Crisis Management training and paperwork. |
| Determine appropriate action within clearly defined guidelines. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance. |
| Maintain appropriate professional appearance. |
| Adhere to the Professional Code of Ethics for Kentucky Certified Personnel 16 KAR 1:020 |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Curriculum, instruction and assessment. |
| Record-keeping techniques. |
| Laws, rules and regulations related to assigned activities. |
| Policies and objectives of assigned program and activities. |
| Interpersonal skills using tact, patience and courtesy. |
| Meet schedules and timelines. |
| Maintain current knowledge of program rules, regulations, requirements and restrictions. |
| Communicate effectively both verbally and in writing. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking  Requires the ability to communicate effectively using speech, vision and hearing  Requires the use of hands for simple grasping and fine manipulations  Requires bending, squatting, crawling, climbing, reaching  Requires the ability to lift, carry, push or pull light weights. |