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| **Mercer County Schools**  **JOB DESCRIPTION** |
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| Job Title: Director of Special Education Reports to: Chief Academic Officer  Job Class Code: 0160 Work Schedule: 235 Days  Pay Scale: Rank + 14% Index Approval Date: |
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| **PERFORMANCE RESPONSIBILITIES** |
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| * Supervises Special Education Coordinators, Assistant Director of Special Education, and other staff as assigned. * The main job function is to lead, facilitate, coordinate and monitor the implementation, operation and evaluation of special education programs. * Determine and communicate department objectives, standards and policies; measure performance against objectives to update plans. * Develop an organization and staffing plan to assure attainment of objectives; make or recommend changes as appropriate. * Coordinate activities with other District departments and staff; participate in management meetings to discuss District-wide issues. * Meet regularly with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished. * Develop and maintain a strong knowledge base in special education law, due process, programs, services; and other related areas. * Monitor special education programs to ensure compliance with State and Federal guidelines. * Develop a system for child tracking regarding the identification, evaluation, and placement of handicapped children. * Respond to parent concerns in a timely manner and work closely with schools and community. * Coordinates the provision of related services (P.T., O.T., special Transportation and Psychologists) as needed. * Evaluate the total special education program (curriculum and procedures, meeting of individual students’ needs) on an ongoing basis, making recommendations for changes and/or improvements as needed. * Develop, implement and monitor procedures to ensure compliance with federal, state and local regulations. * Facilitate requests to the District for administrative admission and release committees (ARCs), hearings and mediations. * Prepare and submit federal and state reports. * Develop, implement and/or obtain resources, services, and/or special programs for students with disabilities as identified in the Individual Education Plan (IEP). * Develops procedures for disseminating information to the Board, parents, teachers, and general public concerning special education policies/procedures, programs and related services available, confidentiality procedures and program goals and objectives. * Facilitate and coordinate the implementation and evaluation of special education programs; prepare staff development plans indicated by evaluation. * Acts as contact person between the local school district and the Office of Education for Exceptional Children, residential programs and other agencies. * Provide leadership and assistance to schools with developing appropriate curriculum for students with disabilities. * Support the Personnel Director with special education staff by assuring equal employment opportunity in the hiring, promotion or transfer of department personnel in all job categories. * Perform other tasks as assigned by the Chief Academic Officer. |
| **MINIMUM QUALIFICATIONS** |
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| Education: Master’s Degree  Certification/Licensure: Valid Kentucky Teacher’s Certification for Director of Special Education  Other Qualifications: Minimum of three years teaching experience in special education and minimum of three years administrative experience in special education. Must have extremely strong and effective public relations skills, communication skills, successful experience with the implementation and interpretation of IDEA and state regulations, and the ability to get along and work with people. |
| **IMPORTANT NOTES** |
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| *Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual’s ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.* |
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