

Director of Special Education

Reports to – Superintendent

PERFORMANCE RESPONSIBILITIES

1. Direct the special education program for exceptional children.
2. Coordinate with the School Psychologist the testing program for initial referrals and re-evaluations of exceptional children.
3. Coordinate Child Find Activities for the district and maintain accurate records and up-to-date records on all children receiving special education services in the district.
4. Collaborate with the district, school level administrative team and OVEC Director of Exceptional Children Services to promote increased student achievement of all students.
5. Assist special education and regular education teachers in making appropriate educational program decisions for identified exceptional students and in developing individual intervention and instructional strategies and techniques.
6. Inform the Superintendent of new and or updated state and federal laws and regulations, special education case law, appropriate assessment instruments, IEP techniques, and new curricular methods and materials relative to special education programs.
7. Promote parental involvement and interagency coordination between the schools and other agencies which serve exceptional children.
8. Inform the Superintendent of needed program changes and or expansion of programs serving exceptional children.
9. Serve as the ARC Chairperson and/or assist SBARC chairpersons implementing and maintaining appropriate procedures and policies for the identification, evaluation, and placement of exceptional children.
10. Prepare the annual IDEA Basic, Preschool, and IDEA Grant applications and reports; submit financial reports, and other reports as required by the Kentucky Department of Education and/or OVEC.
11. Prepare contracts for any needed services including PT, OT, Vision, O/M, Interpreters, Health/Nursing, Psychological trainings.
12. Coordinate all needed PD activities for Special Education teachers, instructional assistants, preschool staff and psychologist
13. Evaluate related service providers employed by the district according to the district evaluation plan.
14. Direct the preschool program, including evaluating preschool personnel, and work to improve Early Childhood Education Programs in the county
15. Complete all state reporting for the state funded preschool program
16. Serve as Medicaid liaison for the school district and assure all components of Medicaid program are implemented appropriately
17. Direct the District Health Services program including evaluation of health services personnel.
18. Direct other state and federal programs as assigned by the superintendent or designee.
19. Other duties as assigned by Superintendent.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS

1. Master's degree, Kentucky Certificate for Director of Special Education, strong interpersonal skills and skilled in leadership.
2. Experience preferred in administering and leading special education programs and successful teaching experience in the field of exceptional children.

Approved by: _____

Date: _____

Board Chairperson

Reviewed and agreed by: _____
Employee

Date: _____