

TITLE:

Director of Special Education

QUALIFICATIONS:

Certification by Kentucky Department of Education, with proper endorsements, plus responsible experience in teaching and supervision or administration, or any equivalent combination of experience or training.

REPORTS TO:

Chief Academic Officer of Schools

PRIMARY JOB GOAL:

To provide sound management of Federal and State educational programs for children who cannot sufficiently benefit from regular classroom programs; to coordinate the Gifted Education Program; to coordinate the English Language Learner (ELL) Program; and serve as coordinator of Federal Title programs, for the district. To lead implementation of systems of Intervention for students who need extra support.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of principles and practices of modern public school education at all levels and the ability to apply them to the needs of the school district; knowledge of current curriculum and instructional practices as they relate to the special needs student as well as the regular classroom setting; ability to plan, organize, and coordinate district educational goals at all levels; ability to work a flexible schedule in order to meet the demands of the job; ability to communicate clearly both orally and in writing with all factions of the school community; ability to develop effective working relationships with the entire school community; commitment to education reform; knowledge of the laws, regulations, and statutes that govern State and Federal Program requirements for appropriate Federal and State programs.

PERFORMANCE RESPONSIBILITIES:

- Maintains at all times an orderly system of management by collaborating with CAO, CIAs, and Instructional Supervisor and keeps the Superintendent fully informed of the programs' activities and problems as well as routine matters relating to his/her own accountability.
- Provides information about programs, consultants, and opportunities to help with the delivery of the various program plans.
- Collaborates with Chief Academic Officer and Instructional Supervisor to communicate with parents and provide relevant information on purpose of Federal and State programs.
- Collaborates with Chief Academic Officer and Instructional Supervisor in development of job descriptions for all ESS staff.
- In collaboration with the CAO and Instructional Supervisor, manages the Special Ed, 504, GT, ESS, ELL, Title I, Title II, Pre-school, and Systems of Intervention programs across the district.
- Participates in the revision of local Board of Education Policy as applicable to Federal and State programs.
- Recommends the purchases of supplies and equipment and maintains an updated inventory of equipment for purchases made under his/her various programs.
- Attends monthly meetings as they relate to the various components of Federal & State programs.
- Assists in the selection of Title I staff; assists the principals with Title I staff growth; assists school principals in supervision Title I staff and the accurate documentation of their time.
- Collaborates with school principals and to contribute to the evaluation of federal & state program personnel on an ongoing basis to benefit individual students' needs and achievements.
- Carries out the day-to-day, week-to-week activities of Special Education Director as mandated in the local, state, and federal regulations.
- Collaborates with Chief Academic Officer and Instructional Supervisor to disseminate materials and training staff serving students through Federal and State programs.
- Meets with and maintains regular communication with personnel from the KY Department of Education for new information and changes in State regulations of his/her various programs; keeps the other

coordinators, principals, SBDM Councils, teachers and parents informed of current regulations in Federal & State program services.

- Assists in the adaptation of school policies to include exceptional children, Gifted & Talented, Title I, Title II, ESS, ELL, Pre-school, and other federal & state program needs.

- Recommends policies and programs essential to the needs of exceptional children the Special Ed, GT, ESS, ELL, Title I, Title II, Pre-school, and federal & state programs across the district; develops plans for submission to KDE for approval.

- Serves as the district contact person for the Migrant Education Program

- Annually assists the Payroll Officer and CAO in completing all LEAD and CSD reports on all employees working in federal & state programs.

- Works with CIA's to input ESS, ELL, Special Ed, Title I, preschool, and GT data into State approved student information system.

- Interprets Board policies, State and Federal Regulations, and administrative directives in collaboration with CAO and Instructional Supervisor

- Coordinates the implementation of the Title I program as approved in the Comprehensive District Improvement Plan with the collaboration from the Instructional Supervisor and other school personnel

- Communicates with CAO and Instructional Supervisor to provide information essential for the Title I program.

- Exhibits loyalty to all phases of the school program and participates in school district activities as much as possible including active attendance at district administrative meetings and such other meetings as required or appropriate; attends various regularly-scheduled local, regional, state, or national meetings as they relate to the various components of this job.

- Serves as a member or chairperson of various school/district committees including gifted education; serves on all Administrative Admissions and Release Committees (AARC) for student placement, eligibility and service delivery as needed.

- Supervises preparation of data necessary for reimbursement of funds from federal & state programs.

- Works with various community agencies to secure special services as needed for federal & state programs.

- Recommends the purchases of supplies and equipment, and coordinates to ensure an updated inventory of equipment for the Federal and State programs.

- Works with CAO before approving all professional travel and staff development for all staff associated with Federal Title programs.

- Assists in writing the annual evaluation report to be submitted to the State Department for Federal Title programs; reports the annual evaluation results to the Board of Education.

- Works with any school identified in Title I program improvement; works with any school having identified students in student program improvement.

- Collaborates with CAO, Instructional Supervisor, principals, SBDM Councils, teachers, and parents to gather opinions of federal & state program needs based on a thorough needs assessment of those programs.

- Serves as district coordinator for Section 504 and English Language Learner programs.

- Serves as exceptional child grievance contact person.

- Performs related duties and assumes other responsibilities as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Up to 240 days of employment; salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

Date of Approval: May 21, 2015

Date of Approval: August 17, 2023

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____