**Hardin County Schools**

**Job Description**

|  |  |
| --- | --- |
| **Department:** | Special Education |
| **Job Title:** | Director of Special Education |
| **Classification:** | Administrative |
| **Pay Grade:** |  |
| **Date:** | July 1st, 2010 |
| **Reports To:** | Associate Superintendent of Instructional Services |
| **Program Description:** | This position plans, organizes and directs the Special Education Programs of Intermediate Unit I and ensures efficient integration of all internal and external services and programs for special education students. This position ensures compliance with special education laws, regulations, policies and guidelines - local, state and federal. This position manages a large sized staff of special education personnel. and provides leadership and management, including fiscal planning and accountability, of the Special Education department in keeping with federal and state guidelines and Board policy. |
| **Supervisory Responsibilities:** | * 10 Psychologists * 4 Education Consultants * 5 + O/T’s, P/T’s, Speech Pathologists, Social Worker, etc. * 3 + Classified |
| **Essential Job Functions:** | |
| *Essential job functions represent the fundamental job duties and accountabilities of the employment position the individual holding the position must be capable of performing. Persons with disabilities can perform these with or without reasonable accommodations. The Executive Director or his/her designee may assign other duties and accountabilities limited to those consistent with the applicable scope of the appropriate professional job function.* | |
| Provides leadership with the overall supervision of the special education programs   * Formulates the philosophy and goals for the Special Education Department, evaluates Supervisors and compiles, maintains and files all reports, records and other required documents * Provides leadership in establishing new programs, policies and procedures and in the operation of existing ones * Analyzes data & situations, render judgment, recommend decisions & solutions to problems efficiently & effectively * Evaluates and recommends improvement in the implementation of the special education instructional programs, as well as related services * Conceptualizes new ideas and approaches; integrate them into a coherent program, initiate cost-effective programs and services * Studies, evaluates, and recommends materials, teaching aids, equipment, and programs to improve instruction   Develops and Maintains lines of communication   * Interprets applicable laws, codes, policies and regulations as they apply to special education pupils & processes * Insures that all special education programs and procedures are in compliance with local, state & federal regulations * Serves as a resource for information regarding special education, its purpose, objectives, applicable laws and regulations   Provides leadership regarding Special Education Laws and Regulations   * Administer the Special Education Department budgets and ensure that programs are cost-effective and funds are managed prudently * Seeks, coordinates, writes, implements and monitors grants related to special education * Approves and forwards purchase orders, contracts, ACCESS fund requests, etc. to the business office   Leads the development and implementation of the Sp. Ed. Plan   * Involves the staff in planning and decision-making in order to accomplish the mission of the Special Education Department * Responsible for completion of state and federal reports * Nurtures and emphasizes communication between schools, colleges and universities, department staff, parents, community, and establishes and maintains clear communications and cooperative working relationships with supervisors, clients, staff and other departments * Keeps administrators, supervisors, teachers and other staff informed of current trends, mandates and innovations for improving the quality of special education programs and give leadership in promoting a climate for desirable change   Make recommendation regarding staff positions and performance   * Makes sound recommendations relative to personnel placement, transfers, retention, discipline and dismissal * Evaluate assigned personnel in alignment with KAR and District Evaluation Plan * Assists Principals in screening, interviewing and recommending new personnel * Collaborates with Associate Superintendent of Human Resources regarding staff concerns, questions, problems, complaints, etc   Collaborate with other departments regarding instruction, compliance and services   * Coordinates the development and evaluation of the curriculum, instruction and assessments used in the special education programs * Assists in the development of school improvement plans * Assists in the implementation of federal and state initiatives   Provide leadership in designing in-service education programs   * Coordinates / Provides in-service trainings to school district personnel, department staff, parents and others regarding state and federal laws and regulations, policies and procedures, instructional strategies, and other topics pertinent to special education * Assists in planning, organizing and conducting training, in-service and staff development activities and develops training options and/or improvement plans to ensure exemplary operations in the special education department * Encourages personal and professional growth and leadership among the staff   Serve as liaison with state and federal government agencies   * Represents Hardin County Schools at local, state, and regional meetings, activities, and committees (i.e. Board Meetings, Superintendent's Advisory Council) * Serves as a liaison to other agencies providing/governing services to students with disabilities and maintains active participation with educational leaders at the local, state, regional and national level * Participates in professional organizations and serves on community boards and interprets the objectives and programs of special education services to the Board of Directors, school SBDM’s, staff and the public at large   Lead in the preparation and oversight of the annual budgets   * Works with Associate Superintendent of Instruction, supervisors and staff to establish effective special education programs and related services * Delegates, monitors and evaluates activities/responsibilities necessary to administer the special education programs * Develops, encourages and supports the development of innovative instructional programs and obtains and uses evaluative findings to determine program effectiveness   Conduct research to improve special education programs and services. 5%   * Evaluates and recommends improvement in the implementation of the special education instructional programs, as well as related services. * Conceptualizes new ideas and approaches; integrate them into a coherent program, initiate cost-effective programs and services. * Studies, evaluates, and recommends materials, teaching aids, equipment, and programs to improve instruction. | |
| **Marginal Job Functions:** | |
| *Marginal job functions identify accountabilities that are preformed but are not essential as defined above. Marginal job functions may be reassigned and must not prohibit the employment of a person with disabilities.* | |
|  | |
| **Terms of Employment:** | |
| Salary and benefits in accordance with a compensation program recommended by the administration and approved by the Board of Directors. | |
| **Evaluation:** | |
| Performance evaluated by a direct supervisor in accordance with a Board of Directors approved policy on Evaluation of Administrative Employee. | |
| **Position Specifications** | |
| **Qualification Requirements:** | |
| *To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirement listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.* | |
| **Education and/or Experience:** | |
| Master's Degree +: | Special Education |
|  |  |
| Expert | Knowledge in Special Education Regulations |
| Expert | Knowledge in Disability characteristics and educational needs |
| Advanced | Knowledge in Curriculum, Supervision and Instruction |
| Advanced | Skill in Interpreting policies/practices |
| Advanced | Skill in Computer applications |
| Expert | Skill in Project Management |
| Advanced | Skill in Effective communication |
| **Certificates, Licenses, Registrations:** | |
| Kentucky Supervisor of Special Education Certificate | |
| **Language Abilities:** | |
| Ability to read and comprehend instructions, correspondence, memos, and work place policies. Ability to analyze, interpret general business periodicals, professional journals, procedures and governmental regulations. Ability to analyze and interpret technical research journals financial reports, related laws and court decisions. Ability to write professional correspondences. Ability to write routine business reports. Ability to write procedures and organizational policies. Ability to write position papers of the highest level and with legal and research support documentation. Ability to speak effectively with other employees and/or customers. Ability to present formal information in one-on-one and small group situations to customers, students, parents and/or other employees. Ability to present information and respond to questions from groups of administrators, managers, employees, customers and/or the general public. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community. | |
| **Mathematical Abilities:** | |
| Ability to add and subtract two digit numbers and to multiply and divide by 10's and 100's. Ability to apply basic arithmetic calculations using units of American money, weight measurement, column and distance. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ration, and percent and design and interpret charts and graphs to communicate business issues. Ability to work with mathematical concepts such as probability and statistical inferences to business issues. Ability to apply financial concepts such as budget profit/losses statements and implication business operations. | |
| **Reasoning Abilities:** | |
| Ability to carry out detailed written and/or verbal instructions. Ability to solve problems involving concrete variables in standardized situations. Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form to carry out business objectives. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. | |
| **Temperament:** | |
| Composure under stress. Leadership. Multitasking. Performance under tight deadline. Extensive problem solver. | |
| **Other Abilities:** | |
|  | |
| **Physical Demands:** | |
| *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* | |
| (O) Occasionally - (OE) Occasionally Essential - (F) Frequently - (C) Continually | |
| While performing the duties of the job, the employee must (F) Sit, (F) Walk, (O) Stand,(F) Bend/twist at the neck more than the average person,(O) Bend/twist at the trunk more than the average person,(O) Squat/stoop/kneel,(O) Reach above the head,(O) Reach forward,(F) Repeat the same hand, arm, or finger motion many times (e.g. data entry),(O) Hand/grip strength,(OE) Drive on the job,(OE) Type non-stop,(O) Manuel dexterity (e.g. opening items),(F) Use finger dexterity (e.g. typing, manipulative), Lift up to 10 pounds from,(O) Floor to waist, Lift up to 10 pounds from,(O) Waist to shoulder, Lift up to 10 pounds from,(O) Shoulder to overhead, Lift up to 11 to 15 pounds from,(O) Floor to waist,(O) Load/items over 50 pounds that are reduced into smaller loads(O) Push/pull 25 to 50 pounds,(O) Items that are pushed/pulled on wheels, Terrain items pushed or pulled on is,(O) Carpeted floor, Terrain items pushed or pulled on is, Terrain items pushed or pulled on is,(O) Tiled floor, Terrain items pushed or pulled on is,(O) Concrete,(F) Carry 10 to 25 pounds,(O) Carry 26 to 50 pounds, | |
| **Work Environment:** | |
| *The work environment characteristics described here are representative of those an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the jobs.* | |
| (O) Occasionally - (OE) Occasionally Essential - (F) Frequently - (C) Continually | |
| While performing the duties of the job, the employee must(C) Work inside,(O) Work in loud noisy areas, having to raise your voice to be heard,(F) Close exposure to CRT's (computer screens),(O) Exposure to infection (germs, bacterial, viruses greater than the average person,(C) Meet deadlines with severe time constraints,(F) Work irregular or extended work hours,(F) See objects/persons at a distance,(C) See close work such as typed or handwritten material,(O) Be able to tell the differences among colors,(O) Have very good depth perception,(F) Hear conversation in a quite environment,(O) Hear conversation in a noisy environment,(C) Communicating through speech | |
| *The information contained in this job description is for the compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties performed by the individuals currently holding this position and additional duties may be assigned consistent with the job function.* | |