

DIRECTOR OF SPECIAL EDUCATION

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| QUALIFICATIONS: | Certified Director of Special Education |
| REPORTS TO: | Superintendent |
| SUPERVISES: | School Psychologists and Special Education Consultants |
| JOB GOAL: | To assure the provisions of Special Education and Related Services to children with special needs |

PERFORMANCE RESPONSIBILITIES:

1. Direct special education services for district and propose policies and procedures and forms to keep district compliant.
2. Direct special education referral and assessments.
3. Work with mental health care and refer children that need the service.
4. Keep abreast of latest materials and help teachers in ordering.
5. Staff development for special education teachers and support staff.
6. All duties connected with IDEA to assure compliance.
7. Assist principals in interview and evaluation of exceptional education staff.
8. Initiate state and federal grant applications.
9. Chair and/or coordinate SBARC meetings.
10. Coordinate the contracts and services needed for students with disabilities (i.e. PT, OT, Cardinal Hill, KSB, KSD, IMPACT, DVR, etc.)
11. Provide oversight and direction to students who are mainstreamed with or without supportive assistance (i.e. IEP development and implementation, Transition Plans, paraprofessional help, technological assistance, etc.).
12. Provide coordination and consultative services to teachers, paraprofessionals and other staff who work with special education students ages 3 – 21.
13. Provide coordination and consultative services to parents of special education children ages 3 – 21.
14. Conduct child find activities.
15. Direct all special transportation issues.
16. Ensure that the central office is provided with individual exceptional child information needed to maintain tracking data.
17. Provide linkage, when needed, with other school personnel and local agencies.
18. Prepare and submit federal and state reports.
19. Implement Section 504 and ADA Regulations.
20. Facilitate requests to district for complaints, due process, hearings, and mediations.
21. Other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: 240 Days

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

*Revised
February 2025*