

TITLE: Director of Special Education/Preschool Coordinator

QUALIFICATIONS: Certification of good health signed by a licensed physician; valid Kentucky certification as Director of Special Education or eligibility to obtain proper certification; Master's Degree in special education; minimum of 5 (five) years experience in the field of special education with leadership and early childhood experience preferred; ability to effectively communicate and demonstrate the management of job responsibilities and functions in the role.

REPORTS TO: Assistant Superintendent of Student Services

JOB GOAL: To provide leadership, management, supervision, evaluation, coordination and direction of all special education programs and services for students aged 3 to 21.

PERFORMANCE RESPONSIBILITIES:

- Provide technical assistance and professional development in the implementation of the Kentucky Administrative Regulations, the Individual with Disabilities Education Act and Section 504 of the Vocational Rehabilitation Act
- Establish procedures for identification, evaluation and placement of students with regard to preschool and special education programming
- Monitor the effectiveness of preschool and special education programming and provide guidance on the necessary changes and expectations to ensure continuous students growth and achievement
- Update policies and procedures as related to preschool and special education as required
- Assist in the recruitment, selection and recommendation for hiring of all preschool and special education personnel
- Recommend and assign equitable distribution of staff for special education programs in all district schools
- Collaborate with district staff to develop, implement and/or obtain resources, services and materials for students
- Make recommendations on design, furnishing, equipment and location of preschool and special education facilities
- Communicate effectively with staff, building and district leadership, parents, outside agencies, facilities, districts and the Kentucky Department of Education
- Respond in a timely manner to parent and community concerns about the preschool and special education programs and services
- Facilitate requests to the District for complaints, due process, hearings and mediations
- Oversee reporting and compliance, including preparation and submission of all reports and data for federal, state and district monitoring of preschool and special education
- Analyze budgets, revenue, expenditures, adjustments and grants in collaboration with business office staff
- Supervise and facilitate out-of-district placements, including the coordination of transportation and related services
- Coordinate the special education services for students attending parochial schools within the district boundaries

- Consult with teachers and administrators regarding eligibility and development of the Individual Education Program
- Organize the IDEA Part C to IDEA Part B transition to ensure compliance with all applicable timelines
- Keep informed of all legal requirements regarding preschool and special education
- Assume responsibility for own professional growth and development, for keeping current with the literature, research and improved techniques related to the education of students
- Perform other duties as assigned by supervisor

TERMS OF EMPLOYMENT: Contract shall begin on July 1 and end on June 30, with XXX days of paid vacation and other leaves and holidays as defined by applicable Board policies. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board policy on evaluation of professional personnel.