

## **DIRECTOR OF SPECIAL EDUCATION**

**Qualifications:** Knowledge of Special Education Regulations and experience in team based intervention systems required. NYS administrative certification preferred, but not required for candidate with the necessary experience and skills.

**Reports To:** Superintendent of Schools

**Essential Job Function:** The Director of Special Education is responsible for the leadership, administration, and supervision of the school's special education program and services and the daily operational functions of the Office of the Committee on Special Education (CSE).

### **Performance Responsibilities:**

1. Provide leadership for and direct special education services for all students.
2. Direct and monitor the Individual Education Plan (IEP) and 504 processes.
3. Coordinate the selection of the curriculum for special education students that is aligned with the District's core curriculum.
4. Coordinate special education services with private and other agencies and with private schools.
5. Coordinate and facilitate staff meetings for District special education staff.
6. Direct the implementation of State and Federal legislation related to special education and ensure compliance.
7. Maintain accurate database and files of former and current students served in special education.
8. Direct and monitor special education budgets.
9. Support principals in implementing Special Education programs and services.
10. Coordinate and facilitate parent advisory groups and committees related to special education.
11. Assist with the design and development of the District's staff development program.
12. Direct, coordinate and facilitate the development and implementation of action plans intended to accomplish specific goals and objectives related to special education.
13. Work collaboratively with other departments to meet District goals and ensure alignment of programs, services, and operations.
14. Direct and coordinate other special projects and duties as assigned by the Superintendent.
15. Interpret and apply rules and regulations relating to the instruction and curriculum of special education students under the State Education Code.
16. Supervise and evaluate assigned personnel.
17. Establish and maintain effective working relationships with a wide variety of groups and individuals.
18. Prepare and present comprehensive, effective oral and written reports.
19. Meet schedules and time lines.

20. Maintain open lines of communication regarding special education with all interested parties; respond to concerns of parents, teachers, building administrators , and community members.
21. Perform other related duties as directed by the Superintendent.

**Terms of Employment:** 12 month position

**Evaluation:** Performance is evaluated by the Superintendent of Schools

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.

6/2014