

Director of Special Services Job Description

Purpose: The Director of Special Services plans, implements and assumes oversight of the policies and procedures of special education and related programs. The Director coordinates with district and building administrators to implement, guide, and evaluate programming for students receiving special services in accordance with federal and state mandates and to support the district's mission for all students.

Responsible to: Superintendent of Schools

Payment rate: Salary and benefits established by the Board of Education

Qualifications:

1. Master's Degree in Educational Leadership.
2. Current Kansas Professional Education License in District Leadership.
3. At least three years of teaching special education and/or a related experience. Prior leadership and/or administrative experience are preferred.
4. Health and Inoculation Certificate on file in the Office of Administrative Services (after employment offer is made).
5. Desire to continue career improvement by enhancing skills and job performance.

Essential Functions:

Note: When Special Services are referenced in this document, this includes special education, English Language Learners, Parents as Teachers, At-Risk preschool, Homebound, Migrant, students in foster care, Counselors, 504, and School Nursing services.

1. Provide leadership in organizing, supervising, and evaluating the effective delivery of research-based special education services.
2. Advocate for services that provide each student with the opportunity to make meaningful educational progress and to achieve an optimum level of cognitive, academic, communication and behavioral skills needed for school achievement.
3. Establish a positive learning environment throughout the district and adhere to the professional educator code of ethics.
4. Ensure all programs and activities conform to Federal, State, and District regulations and/or guidelines.

5. Communicate and work effectively and cooperatively with members of the school district and community organizations/agencies to promote a positive, instructionally effective school climate.
6. Operate equipment including technology if needed to perform assigned duties.
7. React to change and frequent interruptions in a productive manner, meeting deadlines as assigned.
8. Implement the vision and mission of the district.

Physical Requirements/Environmental Conditions:

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Have ability to travel in personal or school district vehicle.
3. Be flexible regarding scheduling, working conditions, and locations.
4. May require some physical exertion.

General Responsibilities:

1. Coordinate all related programming for special services.
2. Provide leadership within the Special Services Department to monitor the achievement of special needs students and children and to ensure school, district, state and federal policies and procedures, i.e., IDEA and ESEA, are up-to-date and successfully implemented.
3. Assume responsibility for the development of a wide variety of resources, i.e., documentation and other related laws and procedures, professional development for certified and classified special services staff, Management Information System (MIS), Individual Education Plans (IEP), Early Childhood programming, and Limited English Proficient (LEP) programming.
4. Assume responsibility for the submission of federal and state reports including State Performance Indicators, funding applications, Medicaid, MIS/IEP records, Personnel Web System, Special Education Audits, Title II and Bilingual state reporting, and other initiatives adopted by the Kansas State Department of Education.

5. Collaborate with the Business Office to develop responsible budgets for Special Services programming.
6. Collaborate with the Office of Administrative Services to recruit, select, assign, support, and evaluate special needs programming related staff.
7. Coordinate the delivery of services for alternative instruction, i.e., Turner Room, STEP, and Homebound.
8. Provide effective, applicable professional development opportunities to certified and classified special education staff and when applicable, to general education professionals.
9. Present or delegate periodic reports on the status of Special Services initiatives to the Board of Education.
10. Maintain comprehensive student records using technology whenever possible and disseminate information to teachers and parents according to laws and procedures related to student confidentiality.
11. Provide leadership in the development and evaluation of the school improvement process and set high expectations for student achievement and behavior.
12. Maintain an adequate inventory of resources and supplies to support fiscal and student achievement accountability.
13. Facilitate communication between personnel, students, parents, and/or patrons for the purpose of evaluating situations, solving problems, and/or resolving conflicts.
14. Coordinate scheduled meetings with related service providers, and special services staff to promote departmental and district priorities, collaboration and professional expectations.
15. Remain up-to-date regarding current special services state and federal laws and regulations and ensure administrative and instructional staff are informed of, and acting in compliance with the latest requirements.
16. Participate in efforts to positively promote the school district and the Special Services Department with community partners, stakeholders, parents, and patrons and whenever possible to increase the understanding of the educational needs of special needs children.
17. Attend appropriate district, local, and state administrative meetings and be an active participant in school/district committees, and when appropriate, parent meetings, IEP, and other team meetings.

18. Demonstrate effective interpersonal relationships with students, parents, staff and the community.
19. Maintain confidential records and provide timely reports.
20. Respond to requests in a cooperative, courteous, and timely manner.
21. Attend professional development in order to implement and follow all Federal, State, and District special services related regulations and guidelines, health and safety procedures and policies, and employee obligations, including all precautions of the Bloodborne Exposure Control Plan.
22. Coordinate 504 and Student Improvement Team (SIT) related programming.
23. Perform other duties and assume other responsibilities as assigned by the Superintendent of Schools or designee.

Term of Employment: 12 Months (251 Days)

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's policy of evaluation of administrative personnel.

Approved:

11/18/08

Revised:

1/17/23