



## **2100.10: DIRECTOR OF SPECIAL EDUCATION**

**Reports to:** Associate Superintendent for Educational Services

**General Summary:** Designs, develops and delivers those programs and services determined appropriate for those students with verified special needs; evaluates programs, services and personnel, as assigned.

**Essential Functions:**

- I. Directs and assists others in the development, implementation, and supervision of programs for children with disabilities, including related services and Section 504 programs. (20%)
- II. Designs and administers procedures for intervention and referral, evaluation, program development, placement, and re-evaluation of students with disabilities, utilizing appropriate processes and instruments and assuring compliance with state and federal requirements. (20%)
- III. Directs the development, implementation and supervision of the school psychology program, assuring that processes and services comply with state and federal requirements. (10%)
- IV. Directs the collection and submission of all federal, state and local reports on special education programs and students with disabilities utilizing available technology. (10%)
- V. Directs program budget planning, which serves students with disabilities and implements the special education budget in accordance with district procedures. (5%)
- VI. Acts as special education liaison with public and private agencies, organizations and professional personnel in securing and providing services for children with disabilities. (4%)
- VII. Assists in the recruitment, selection and assignment of all special education personnel. (4%)
- VIII. Directs the development and provision of staff development for special education personnel. (5%)
- IX. Supervises and evaluates all special education administrative personnel including the assignment of areas and responsibility. (3%)
- X. Evaluates building administrators as assigned by the Superintendent. (2%)
- XI. Recommends policies and procedures appropriate to special education laws and operations within the District. (10%)
- XII. Attends all School Board and Cabinet meetings. (5%)
- XIII. Assumes other responsibilities as assigned. (2%)

**Qualifications:**

I. Education Level: A doctoral degree from an approved institution with a major in educational administration or the accepted equivalent is preferred. A six-year specialist degree in educational administration or the accepted equivalent is required.

II. Certification or Licensure: Appropriate NE Administrative Certification required.

III. Experience desired: Four years of successful experience in the administration of a special education program is preferred; three years is required.

IV. Other requirements: Experience and leadership abilities in the area of special education - sensitivity to the needs and objectives of the district and the ability to supervise and evaluate the work of others.

**Special Requirements:**

	Occasional 1 - 32%	Frequent 33 - 66%	Constant 67% +
1. Standing .....	X		
2. Walking .....		X	
3. Sitting .....		X	
4. Lifting <u>20</u> lb max. ....	X		
5. Carrying <u>25</u> feet .....	X		
6. Pushing / Pulling .....	X		
7. Climbing / Balancing .....	X		
8. Stooping / Kneeling / Crouching / Crawling .....	X		
9. Reaching / Handling .....	X		
10. Speaking / Hearing .....			X
11. Seeing / depth perception / color .....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and/or superintendent.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Date of Adoption**

July 21, 1980

**Date of Revision**

May 20, 1996

April 19, 2004

October 20, 2008

September 21, 2009

August 4, 2014