

Special Education Director – Job Description

Reports To: Superintendent

Qualifications:

1. Valid certificate in Educational Leadership or Special Education Director; Master's degree with undergraduate degree in a field of special education; minimum of four years school experience.
2. Ability to work effectively with staff, students, and parents.

Duties:

1. Is present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
2. Is neat and professional in appearance befitting the job they provide the school system.
3. Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
4. Contribute to the development of the total school philosophy of education.
5. Assist in the adaptation of school policies to include special education needs.
6. Recommend policies and programs essential to the needs of exceptional children.
7. Keep informed of all legal requirements governing special education.
8. Provide leadership in establishing new programs and developing improved understanding of existing programs.
9. Develop and initiate survey programs for continuous identification of exceptional children.
10. Continuously evaluate existing programs, and recommend changes and additions as needed.
11. Develop procedures for referral, securing medical reports, psychological examination, and placement.
12. Evaluate personnel serving in the special education area and evaluate programs.
13. Assist in recruitment, selection, and recommendation for hiring for any special education staff.
14. Assume responsibility for compiling, maintaining and filing all reports and records legally required or administratively useful.
15. Develop and maintain complete and cumulative individual records of all children receiving special services or enrolled in special classes.
16. Assist with arrangements for transportation of all children placed in special classes.
17. Interpret the objectives and programs of the special education services to the Board, the administration, the staff, and the public at large.
18. Establish procedures for requisitioning, ordering, and paying for special education equipment and supplies.
19. Make recommendations on design, furnishings, equipment, and location of new special education facilities as applicable.

20. Participate in facility and professional meetings, professional learning, and other trainings working through the Assistant Superintendent of Curriculum and Instruction.
21. Perform other duties as assigned.