

JOB DESCRIPTION

DEPARTMENT: EXCEPTIONAL CHILDREN SERVICES

JOB TITLE: HIGH SCHOOL SPECIAL EDUCATION
DEPARTMENT CHAIR

REQUIREMENTS:

- A. Education Level:** Degree with teaching certificate
- B. Experience Desired:** Minimum of 3 years teaching experience
- C. Physical Requirements:** Requires constant hand-eye and mind-eye coordination, hearing; intermittent speaking, standing, walking, writing and lifting.

REPORTS TO: Building Principal

RECEIVES GUIDANCE FROM: Secondary Special Education Supervisor

DATE: Revised June 1998

ESSENTIAL FUNCTIONS AND DUTIES:

1. Assists teachers in improvement of instruction, including assisting probationary teachers.
2. Coordinates schedules for department teachers, education assistants, and provides assistance to substitute teachers.
3. Coordinates with the principal or supervisor in curriculum development and implementation.
4. Attends monthly special education department meetings with supervisor and holds regular department meetings.
5. Serves as consultants in the hiring and discharging process of certified and non-certified personnel as requested. Assists with "Plan of Assistance" for teachers having difficulty in the classroom.
6. Assumes responsibility for coordinating the special education program as outlined in district, state and federal policies and procedures. Verify the student data on the district printout three times annually.
7. Assumes responsibility in orientation of new faculty members to their subject matter curriculum, adapted materials and paperwork. Assists with training new education assistants for their assignments.
8. Assists with ordering and inventory of special equipment, supplies and materials. Be responsible for AV, computer and other related equipment within the department.
9. Coordinates the transition of students from middle school to high school and post high school.
10. Assigns case managers to students new to the building or special education.
11. Performs other duties as assigned.

WORKING CONDITIONS:

A. Inside Outside Both
 XXX

B. Climatic Environment:

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

C. Hazards:

For some buildings, stairs, chalkdust and exposure to communicable diseases may be a potential hazard

D. Work Year

Extra duty/extra pay positions are for a fiscal year (July 1-June 30). Duties of the position may be performed any time during that time period depending upon the position/season.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

HSSpCh