

JOB DESCRIPTION

DEPARTMENT: SPECIAL SERVICES

JOB TITLE: DIRECTOR OF SPECIAL SERVICES

REQUIREMENTS:

- A. Education Level:** Master's degree and endorsements in special education, elementary, secondary or special education administration. South Dakota teacher certificate.
- B. Experience Desired:** A minimum of 3 years successful teaching experience in a special education classroom and a minimum of 2 years successful administrative experience.
- C. Physical Requirements:** This position requires constant hand-eye and mind-eye coordination, hearing; intermittent keyboarding, speaking, and walking. Frequent repetitive motions with wrists, hands, and fingers, standing, carrying, lifting, and opening.
- D. Other Requirements:** Excellent oral and written communication skills. Skills in human relations, leadership and conflict management. Demonstrated ability to work effectively with community groups, parents and agencies.

REPORTS TO: Superintendent

DATE: Revised November 2009

ESSENTIAL FUNCTIONS AND DUTIES:

1. Provides guidance to special education staff and to other departments as they interact with special education.
2. Supervises Special Services administration staff, administrative assistant, district level clerical staff, and principals as assigned.
3. Assists in the accomplishment of district and department goals through personal contributions and through collaborative efforts with teachers, parents, administrators and community leaders.
4. Facilitates the inclusion of exceptional learners in curricular and co-curricular activities of the district to the fullest extent possible.
5. Elicits parent and community involvement in department functions.
6. Maintains personal professional skills necessary to department leadership.
7. Develops and manages revenue and expenditure budget for special education.
8. Collects and maintains data required for funding eligibility.
9. Develops and maintains department policy and procedure manuals.

10. Monitors area of responsibility for compliance with state and federal regulations.
11. Assists in recruitment, selection, assignment and supervision of staff as requested.
12. Assesses staff training needs and plans appropriate activities.
13. Provides support and technical assistance to staff.
14. Collaborates with curriculum services staff in the development of curriculum and modifications to meet individual needs of students.
15. Assures the development of programs to provide a full continuum of services.
16. Accesses technology resources to enable students to enhance their performance.
17. Assists staff in designing individual programs to meet specialized service needs.
18. Authorizes and oversees the use of inter-agency service agreements as needed to implement the student IEP's.
19. Leads staff in developing and implementing methods for program evaluation.
20. Establishes student success as a primary professional goal and provides opportunities for students to experience success.
21. Establishes a climate that promotes the orderly management of staff and students while maintaining the dignity and positive self-concept of each individual.
22. Adheres to the direction of administration and responds to administrative supervision.
23. Utilizes the community as a resource and generates collaborative educational efforts with community members.
24. Participates in school and District committees.
25. Performs other duties as assigned by Superintendent.

WORKING CONDITIONS:

A.	<u>Inside</u>	<u>Outside</u>	<u>Both</u> XXX
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B. Climatic Environment:

Typically, work is conducted in a comfortable 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. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

I have read and understand this job description and can fulfill the essential functions as listed, with or without reasonable accommodation.

Signature

Date

Print Name