

Enterprise Elementary School District Job Description

Job Title: Special Education Director (Administrative Position)
Department: Special Education
Reports To: Superintendent
Range: B
Prepared By: Human Resources Manager
Prepared Date: September 30, 1998, Revised - May 27, 2009
Approved By: Board of Trustees
Approved Date: October 7, 1998, Revised - June 11, 2009

DEFINITION - Under the general supervision of the Superintendent or his/her designee, serves as Director of Special Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES -

- Coordinates and supervises Special Education and Health Service programs and services throughout the District.
- In concert with principals, evaluates all special education staff and programs.
- Manages fiscal resources from the General Fund and Special Education budget/grants, prepares budgets, and directs spending, and monitors maintenance of effort, for the purpose of fiscal efficiency in providing required services.
- Supervises and coordinates District Special Education and Health Service programs/personnel: Resource Specialist Programs, Special Day Class, Speech and Language Services, Day Treatment programs, School Psychologist and Counseling Services.
- Develops proposals, new programs, budgets and grants for the purpose of meeting District goals.
- Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the District which achieve desired objectives.
- Assists school and District personnel in the development and delivery of appropriate staff development, training and inservices in the area of Special Education.
- Responsible for dissemination of safety-related information to staff and students.
- Responsible for system-wide student records including compliance with appropriate laws and regulations.
- Develops proposals, new programs, budgets and grants for the purpose of meeting District goals.
- Evaluates District and school Special Education programs.
- Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the District which achieve desired objectives.
- Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities, for the purpose of managing an excellent special education program.
- Serves as District liaison at SELPA meetings when directed by the Superintendent.
- Performs other related Special Education/Health Service duties as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES - Supervises District personnel for Special Education, Health and Psychological Services specifically: District Psychologists, Nurses, Speech Pathologists and staff.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE - Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combinations of education and experience. Experience as a teacher, school psychologist, counselor, or social worker.

LANGUAGE SKILLS - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to relate well with diverse cultural and socio-economical groups. Strong organizational and interpersonal skills. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

TECHNICAL SKILLS - Ability to use word processor, database, spread sheet, and telecommunications. Ability and desire to learn new technological applications for needs of the position.

CERTIFICATES, LICENSES, REGISTRATIONS - Masters Degree, Administrative Credential.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 10 pounds frequently, 20 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.


WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Superintendent

5/27/09

Date



Board Approval (Clerk)

6/11/09

Date