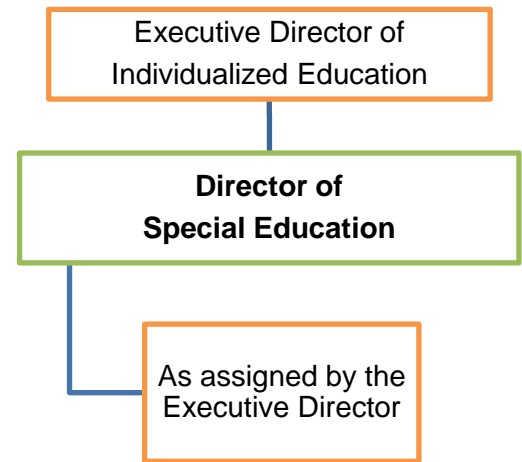


## DIRECTOR OF SPECIAL EDUCATION

<b>Job Title:</b>	Director of Special Education
<b>Initial:</b>	August 1, 2009
<b>Revised:</b>	January 5, 2018 (Admin Rev)
<b>Work Year:</b>	Full year – 261 days
<b>Office:</b>	Education
<b>Department:</b>	Individualized Education
<b>Reports To:</b>	Executive Director of Individualized Education
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Administrative Salary Schedule

**Related Organization Chart**



**POSITION SUMMARY:** The Director of Special Education provides vision and leadership based on a foundation of performance excellence to direct the service delivery for the district’s special education. The Director assures effective collaboration with all district departments and services with a focus on delivering value and results. The Director of Special Education is responsible for the management and leadership of special education programs, along with interpreting and administering all local, state and federal statutes, rules, policies and administrative directions pertaining to programs for exceptional students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Plan, implement, and monitor all district services and programs for students with disabilities focusing on improved student outcomes and success.
- Interpret and administer local, state, and federal statutes, rules, policies, and administrative directives pertaining to services for students with disabilities while adhering to a high standard of ethics and transparency.
- Provide vision and leadership to support student achievement and effective services by identifying best practices, developing and implementing strategic improvement plans, determining professional development areas and supporting achievement plans.
- Interface special education programs and systems with district goals and initiatives.
- In conjunction with district legal counsel and the Executive Director of Individualized Education, provide direction on resolution of disputes, complaints, and due process.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## DISTRICT #49 BOARD APPROVED JOB DESCRIPTION

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- Plan and submit the special education budgets and applications for state and federal funds. Determine spending authorities for Special Services in collaboration with the Executive Director of Individualized Education.
- Make decisions on staff allocations and personnel recommendations in conjunction with the human resources and finance departments.
- In conjunction with the Department of Data and Assessment, collect, analyze data, and prepare reports required by local, state, and federal authorities. Make recommendations on assessments.
- Complete and submit all required CDE compliance requests in a professional and timely manner.
- Analyze the professional development needs of Special Services staff and align implementation with district goals.
- Ensure effective supervision of selected Special Services staff in accordance with district policy.
- Represent the Department of Special Education at local, regional, and state meetings, task forces and other functions.
- Any other duties of a related nature which might reasonably be allocated and required in the areas of special education services.
- Perform other duties as assigned.

### **Supervision & Technical Responsibilities:**

Directly and indirectly supervises staff as determined by the Executive Director of Individualized Education.. Supervisory responsibilities include interviewing, hiring and training employees; promoting and transferring employees; planning, assigning and directing work; appraising performance; disciplining and recommending dismissal of employees; and addressing complaints and resolving problems.

### **Budget Responsibility:**

In collaboration with the Executive Director of Individualized Education, develop, administer, monitor and coordinate the assigned budgets and initiating requisitions.

### **QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

#### **Education & Training:**

- Master's degree in Special Education or related field plus additional coursework required for certification or licensure.

#### **Experience:**

- Five to seven years of experience in special education and school administration.
- Previous experience as a building administrator or district leadership related to special education required.
- Experience with curriculum, policy and procedure, management, accounting, evaluation, and negotiation.

#### **Knowledge Skills & Abilities:**

- Ability to work well with others in a diverse educational community
- Advanced oral and written communication and interpersonal relation skills
- Ability to communicate and interact effectively with various stakeholders
- Basic math and accounting skills
- Critical thinking and problem solving skills
- Organizational skills

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## DISTRICT #49 BOARD APPROVED JOB DESCRIPTION

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- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to understand and follow complex oral and written instructions
- Ability to perform responsibilities without the necessity of close supervision
- Must be proficient in the use of personal computers, common software applications (e.g. Microsoft Office) and web applications

### **Certificates, Licenses, & Registrations:**

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Director of Special Education Administrators License or eligibility at the time of hire required

### **OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand; walk or sit. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.