



## Director of Special Services

Qualifications: Requires General Administrative Certification Type 75

Reports To: Superintendent

### Primary Responsibilities

1. Attend all Board of Education Meetings and prepare such reports for the BOE are appropriate to the primary function, which may be requested by the Superintendent.
2. Assist the Superintendent in providing leadership to the implementation of instructional programs for students receiving programs and support in Tier I, II, and III (including special education).
3. Provide oversight to the process for early intervention and identification of students with special needs.
4. Establish procedures for evaluation, placement, and services for students in special education programs.
5. Remain current with legal requirements governing special education.
6. Provide staff development to assist special services personnel in staying current in best practice regarding instruction of students with special needs.
7. Oversee and supervise district special education programs and services, including: Social Work, School Psychology, Speech, Occupational Therapy, Physical Therapy, Early Childhood, Behavior, LD, and Adaptive PE.
8. Oversee and supervise non-certified, special education paraprofessional staff.
9. Develop budget recommendations and provide expenditure control on established budgets for student services and special education, including federal grants and state monies.
10. Assist in the recruitment, selection and recommendations for hiring of student services personnel.
11. Evaluate existing programs and make recommendations for changes or additions as needed.
12. Assume responsibility for compiling, maintaining, and filing all reports, records, and other documents, required by the State Board of Education or the Board of Education.
13. Collaborate with transportation coordinator for transportation of children placed in special education programs.
14. Arrange and coordinate home instruction for homebound and/or hospitalized students.
15. Serve as District: Homeless Liaison, IAA Coordinator, 504 Coordinator, Bilingual Program supervisor, Assistive Technology Coordinator, and Special Education Records Custodian.
16. Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent.

### Terms of Employment:

Salary to be established by the Board of Education  
12-month work year

### Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.