

## **SPECIAL SERVICES DIRECTOR JOB DESCRIPTION**

### Qualification:

- Masters degree in Special Education Administration
- 030 Certification as a Maine Special Education Administrator or eligible for the certification
- Knowledge of special education federal and Maine law, regulations and procedures
- A minimum of five years of experience as special educator or school administrator
- Ability to work effectively with school personnel and parents
- Superior communication, interpersonal and organizational skills
- Such alternatives to the above as the Board may find appropriate and acceptable

### Responsibilities:

#### 1. Educational Leadership

- A. Assists in the adaptation of school policies to include special education needs
- B. Recommends policies and programs essential to the needs of special education children
- C. Presents information to the school committees when requested and interprets special education programs to the Boards, administration, staff and the public
- D. Keeps informed of all legal requirements governing special education
- E. Provides leadership in establishing new programs and developing improved understanding of existing programs
- F. Develops the annual budget for special education and NCLB program

#### 2. Program Development

- A. Develops and initiates procedures for on-going identification of students with special needs
- B. Establishes procedures for placement, evaluation, assignment and appraisal of students with special needs

- C. Follows procedures for pre-referral and referral of students with disabilities, securing medical reports, psychological examinations and placement
  - D. Arranges specific transportation meeting the requirements for all students with special needs
  - E. Regularly reviews changes mandated by state and federal law including updating required forms and record keeping procedures. Shares this information with special education staff
  - F. Pursues alternative funding sources such as third-party payments
  - G. Develops remedial programs to support students with learning disabilities in the regular classroom
  - H. Makes recommendations on furnishings, equipment and location of new special education programs
  - I. Orders supplies and materials for the operation of high needs special education students
3. Personnel Management
- A. Supervises and coordinates all special education programs
  - B. Evaluates existing programs as an on-going responsibility and recommends changes and additions as needed
  - C. Supervises, evaluates, and advocates for special education teachers, and special education educational technicians, with input from principals
  - D. Assists in the recruitment, selection and recommendation for hiring of special education personnel
  - E. Evaluates the total special education program, curriculum, procedures and special education student needs
  - F. Plans and implements monthly professional development meetings with special education staff, including educational technicians
4. Other
- A. Supervises and coordinates home instruction for homebound or hospitalized students

- B. Assumes responsibility for compiling and maintaining all reports, records and other documents legally required or administratively useful
- C. Develops and maintains complete and cumulative individual records of all children receiving special education services
- D. Responsible for oversight and development of 504 plans
- E. Approves requisitions for special education texts, materials, equipment and supplies
- F. Develops budget recommendations for special education programs
- G. Keeps informed of the state of financial aid for special education
- H. Consults with parents of students enrolled in the special education program
- I. Assumes responsibility for own professional growth and development keeping up to date with current literature, new research findings and improved techniques
- J. Participates in the planning and implementation of special education staff development, including educational technicians
- K. Perform other tasks as may from time to time be assigned by the school committees or superintendent

Terms of Employment: Twelve-month work year of 240 days. Salary established annually by the Board.

Evaluation: Performance will be evaluated annually by the Superintendent of Schools

Approved: Joint Union 93 School Committee - 04/25/1996

Amended: Joint Union 93 School Committee - 04/30/2012