

JOB DESCRIPTION

Position Title: **DIRECTOR OF SPECIAL EDUCATION**

Responsible To: Assistant Superintendent for Curriculum and Instruction

Basic Function: To provide sound educational programs for exceptional children.

Performance Responsibilities:

1. Contributes to the development of total school philosophy of education.
2. Assists in the adaptation of school policies to include special education needs.
3. Recommends policies and programs essential to the needs of exceptional children.
4. Keeps informed of all legal requirements governing special education.
5. Provides leadership in establishing new programs and developing improved understanding of existing programs.
6. Develops and initiates survey programs for continuous identification of exceptional children.
7. Evaluates existing programs as an ongoing responsibility and recommends changes and additions as needed.
8. Establishes procedures for placement, evaluation, assignment, and re-appraisal of students with regard to the special education services program.
9. Assists in recruitment, selection, and recommendation for hiring of any special education personnel.
10. Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful.
11. Supervises preparation of data necessary for reimbursement of funds, collecting of tuition for out-of-district students, and similar fiscal matters.
12. Develops budget recommendations and provides expenditure to control on established budgets for special education.
13. Keeps informed of state financial aid for special education.
14. Interprets the objectives and programs for the special education services to the Board, the administration, the staff, and the public at large.
15. Evaluates on an ongoing basis, the total special education program curriculum, procedures, and individual students' needs and achievements.
16. Makes recommendations on design, furnishings, equipment, and location of new special education facilities.

17. Assumes responsibility for own professional growth and development, for keeping current with the literature, new research findings, and improved techniques; and for attending appropriate professional meetings and conventions.
18. Performs other duties and responsibilities as assigned by the Superintendent.

Minimum Qualifications:

- Certification as Director of Special Education or qualifications that meet state requirements.
- Master's Degree or equivalent certification in special education.
- Three years teaching experience with exceptional children or appropriate related experience.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Terms of Employment:

Two hundred forty (240) days per year. Salary to be established by the Board.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy for Professional Personnel.

Approved by Franklin County Board of Education

Date: 07/19/94

Reviewed and agreed to by: _____

Date: _____