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# DIRECTOR OF SPECIAL SERVICES

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## Director of Special Services

### Qualifications

1. Masters degree
2. Eligibility for administrator and/or supervisor certification.
3. A minimum of three years successful experience as a classroom teacher.
4. Experience in coordination of student services, personnel management, preparation of state/federal reports, and implementation of state/federal laws related to special education preferred.

**Reports to:** Superintendent of Schools

**Job Goal:** To provide district-wide leadership for student services, K-12, including special education and attendance.

### Key Responsibilities

- Ensure that a free, appropriate education is provided to all students in accordance with state and federal special education regulations.
- Ensure the availability of an effective program of student services, K-12. The Director of Special Services will assume the leadership and responsibility for:
  - The development, implementation and supervision of:
    - a comprehensive program of special education and related services in accordance with state and federal regulations;
    - coordinated programs/services mandated under Section 504 of the Rehabilitation Act;
    - activities related to compulsory school attendance regulations.
- The supervision and evaluation of student services staff in collaboration with the principals.
- The coordination of the district's staff development program for student services staff in collaboration with the Director of Instruction.
- Supervision and evaluation of instructional programs in the student services areas of Special Education and alternative education.
- Application for state/federal grants in the area of student services.
- Preparation of state and federal reports for mandated programs.
- Assistance with the development and implementation of policies, procedures and curriculum for student services.
- Coordination of the recruitment and training of student services personnel.
- Coordination of the student services areas of the district budget.
- Supervise Health staff and oversee budget
- Supervise Alternative Education and oversee budget
- Such other tasks as assigned by the Superintendent.

**Evaluation:** Superintendent of Schools

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