Hickman County Schools

Job Title: Special Programs Director

Contract Period: 12 months

Reports to: Director of Schools

ESSENTIAL FUNCTIONS

1. Design the formulation and implementation of individual educational plans for students with disabilities and develop procedures for placement, evaluation, assignment, and reappraisal of students;

2. Keep abreast of all components of Special Education at both the state and federal level and seek to comply with all requirements;

3. Supervise all programs and implementation thereof including gifted education in collaboration with principals and immediate supervisor;

4. Act as the system’s contact person to outside agencies dealing with the evaluation and/or placement of handicapped students;

5. Develop and present to the state department of education the yearly Board approved Plan (through ePlan) for the education of Students with Disabilities;

6. Coordinate with supervisors and building level principals to make recommendation for initial and continued employment as well as specific assignments of special education staff;

7. Complete required evaluations (assigned to Central Office) and assists principals in the evaluation of professional and support staff who deal with handicapped students, when needed; 8. Coordinate a plan for dissemination of pertinent information to parents;

9. Compile necessary data used in census reports to state and/or federal agencies;

10. Submit to the Director of Schools/designee all requisitions for special education services;

11. Supervise the maintenance of records of all students with disabilities;

12. Incorporate a structured program for progress monitoring;

13. Coordinate special education services with other directors;

14. Work with system-wide curriculum committee to ensure provisions are made for students with disabilities;

15. Serve in an advisory capacity in regard to screening procedures and keep on file the results of such screening activities, notify parents of particular needs and advises teachers on the use of screening results in modifying teaching methods;

16. Present recommendations regarding needed areas for staff development, modifications of existing programs, and implementation of needed additional services to students with disabilities;

17. Keep abreast of changes pertaining to students with disabilities, as well as with the current trends of educating all exceptionalities, and inform and advise staff of such;

18. Provide staff development training as needed for both certified and support staff in regard to services of staff in regard to special education; and

19. Perform other duties as deemed necessary by the Director of Schools.

QUALIFICATIONS: Valid Tennessee license with one of the following endorsements: beginning administrator, administrator/supervisor, or supervisor of instruction and shall have three years of experience with programs for children with disabilities; or Holds a master’s degree and a valid Tennessee teaching license with endorsement in at least one area of special education and shall have three years of experience with programs for children of disabilities