

## **CHILTON COUNTY SCHOOLS**

### **JOB TITLE: Executive Director of Special Education**

#### **QUALIFICATIONS:**

1. Master's degree from an accredited college or university with concentrated course work in special education.
2. Advanced graduate work in education in the areas of curriculum development, instructional practice.
3. Minimum of five (5) years' experience in areas of special education.
4. Must meet background clearance requirements as specified by Alabama statues.

**FLSA:** Exempt

**REPORTS TO:** Assistant Superintendent

**SUPERVISES:** Special Education Department Personnel

#### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the system's approved compensation plan.

Length of the work year and hours of employment shall be those established by the system.

#### **REQUIRED DUTIES AND RESPONSIBILITIES:**

1. Demonstrate commitment to and support for the vision and mission of the system and school.
2. Direct, develop, and implement plans approved by appropriate local, state, and federal agencies to identify, place, and educate exceptional students in programs which best meet their individual needs.
3. Direct the development and submission of the proposal to receive federal funding for the system's program of special education.
4. Interpret and direct the implementation of Board policies and procedures related to student identification, program development, student placement, evaluation, budgeting, expenditures, operation, and management of the system special education programs.
5. Gather data, analyze information, maintain records, produce reports, and conduct inventories of equipment related to the special education program as needed.
6. Assist with the selection, placement, supervision, evaluation, and staff development of special education personnel as required.
7. Acquire, produce, and disseminate information related to effective programs and practices in special education for the school system, personnel, and the community.

8. Initiate and/or coordinate efforts to secure grants or other forms of funding to expand or enhance the special education programs of the school system.
9. Represent the school system as directed at conferences, committee meetings, training seminars, and/or State Department of Education or community meetings.
10. Supervise special education teachers, teacher assistants, therapists, program specialists, related service providers, 504 coordinator, and any other staff members designated by the superintendent.
11. Negotiate necessary support contracts for special education services as needed.
12. Coordinate, with the coordinator of transportation, arrangements for special education students as needed.
13. Coordinate, with the director of maintenance, the acquisition and/or installation of specialized equipment or modifications to classrooms for special education students.
14. Monitor and participate in the development of IEPs to ensure accuracy, completeness, and implementation according to local, state, and federal regulations.
15. Assist, educate, and direct school administrators, teachers, and other System personnel in matters specifically related to the implementation of federal and state laws and regulations involving special education.
16. Coordinate with local day care centers, institutions of post-secondary and higher education, mental health agencies, hospitals, and other community agencies which directly involve special education students and/or programs.
17. Research and recommend to the Superintendent policies and/or procedures which involve special education laws and regulations.
18. Assume other reasonable and equitable job-related duties as assigned by the immediate supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of special education laws, regulations, practices, programs, policies, and personnel functions.
2. Ability to supervise personnel and coordinate activities of varied professional staff members to create an effective program of special education services.
3. Knowledge of scope and sequence of elementary and secondary special education curriculum for the school system.
4. Ability to demonstrate effective leadership skills in group settings.
5. Effective written and oral communication skills.
6. Ability to use microcomputers to perform word-processing tasks and to maintain records as needed.
7. Ability to use effective public relations skills necessary for the successful implementation of new programs, the coordination of committees, and to

- maintain productive relationships among colleagues and those supervised.
8. Knowledge of Board policies and procedures.
  9. Knowledge of school system functions, departments, personnel, and schools necessary for the efficient and effective processing of communications, requesting of needed information, and supervision of special education services.
  10. Mobility and visual acuity to make on-site visits as needed to improve the special education instructional program in the schools.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

**SOURCE:** Chilton County Schools, Chilton County, Alabama

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job qualifications and responsibilities, and the employee may be required to perform other related duties as assigned. The Chilton County Board of Education reserves the right to amend the job description as needed.

APPROVED  
CHILTON COUNTY BOARD OF EDUCATION  
DATE 3-17-2025