

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Deputy Director of Special Education Position Description

LOCATION: Special Services Office

JOB CATEGORY: Professional

PAY GRADE: Grade 27

FSLA: Exempt

IMMEDIATE SUPERVISOR: Director of Special Education

GENERAL DEFINITION AND CONDITIONS OF WORK

Assists in the operation of the total special education program, with emphasis on the strategic organization, development and implementation of high-quality specialized services to help schools meet the unique needs of identified students and their families.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Works and plans with the Director of Special Education and central office staff to ensure all components of the special education department are focused on differentiating for special education student's needs. The focus is on academic achievement of special education students;
- Plans and organizes for students' needs with special education staff at schools, specifically within school-based intervention and IEP processes;
- Assists with personnel functions (e.g. interviewing, evaluating, recruiting and placement, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget;
- Attends building level meetings, education planning meetings, student support team meetings, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative;
- Compiles data from a variety of sources for the purpose of writing reports, coordinating compliance efforts and analyzing issues, ensuring compliance with district and state policies and procedures, and/or monitoring program components;
- Co-Chairs the Special Ed Department Chair meetings with Director of Special Education;
- Coordinates and oversees IEP Process and completion to include monitoring, compliance and training;
- Oversee special education assessment programs;
- Coordinates extended school year services;
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Decision-making skills are significant to the job, affecting a large segment of the organization, students, and teachers. Candidate must be knowledgeable of best practice in special education instruction, teaching methodology, behavior management of students with disabilities and the general education curriculum for students, ages 2-21. Knowledge of special education laws and regulations is required. Candidate must be able to demonstrate the ability to function effectively as a team member in determining appropriate services for the children through such meetings as Eligibility, IEP, Behavior Intervention Plan and Manifestation Determinations, etc.

EDUCATION AND EXPERIENCE

Candidate must be a graduate of an accredited college or university and hold a Postgraduate Professional License with an endorsement as a supervisor and/or administrator or working towards such credentials. Candidate must have successful experience in public education as a teacher and/or administrator.

SPECIAL REQUIREMENTS

Candidate must demonstrate leadership qualities and personal characteristics necessary for working effectively with pupils, teachers and parents as attested to by a division superintendent of schools. Candidate must be able to organize and present workshops on various topics related to the provision of special education and related services for division instructional staff. Candidate should be skilled in the use of word processing, data base and presentation software. Knowledge of special education laws and regulations is required. Must be able to provide own transportation to school-related functions, community agencies, and schools throughout the division. Frequent operation office equipment is required. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties are typically performed in school settings including offices, conference centers, and classrooms. Frequent walking, standing, stooping, lifting, up to approximately 20 pounds, and occasional lifting of equipment and materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Frequent operation of a vehicle and office equipment is required. Regular and frequent contact is made at all organizational levels for the purpose of developing and achieving organizational goals and missions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and

analyzing written or computer data, determining the accuracy and thoroughness of work. Regular contact with students with special needs is a requirement. Contact with staff members, community agencies, and parents is required. Occasional contact with medical professionals may be required. Frequent contact with parents and staff by phone and in person may be necessary.

EVALUATION

The Director of Special Education will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.