

Southern Local School District

Job Description: Director of Special Services

38095 State Route 39 Salineville, Oh 43945

Overview:

The Director of Special Services plays a crucial role in ensuring that students with special needs within the Southern Local School District receive the appropriate educational services they require. Reporting directly to the Superintendent, this position collaborates extensively with building administrators and other educational staff to deliver a cohesive and comprehensive Pre-K through 12 curriculum that meets the diverse needs of our student population. The Director of Special Services is responsible for tasks associated with Special Education and Administrative functions encompassing a broad range of professional, personal, and administrative duties, including but not limited to:

Qualifications:

- Possess a current Administrative License from the State of Ohio
- Intervention Specialist (K-12) License preferred
- Possess effective decision-making, managerial, communication and organizational skills.
- Possess strong analytical/evaluative abilities.
- Demonstrate ability to develop and maintain professional working relationships with all stakeholders (staff, students, community) to promote the academic programs and welfare of the District.
- Demonstrate a leadership style that is active, dynamic, participatory, and collaborative.
- Demonstrate understanding/utilization of Board Policy and Federal Regulations in decision-making.
- Demonstrate knowledge and experience with federal and state regulations, Multi -Tier System of Supports (MTSS), Response to Instruction and Intervention (RTI), Individualized Education Plans (IEPs), 504 Plans, Extended School Year (ESY), Co-Teaching, Gifted Education and Due Process, Homeless and Foster care.

Professional Responsibilities:

1. Educational Philosophy/Curriculum Development: Contributing to the educational philosophy and ensuring the integration of special education needs of the district.
2. Policy Development: Assisting in the crafting and applying school policies, particularly those affecting special education services. This includes coordinating training for teachers, paraprofessionals, and other personnel on the specific needs of these students.
3. Regulatory Compliance: Monitor and ensure adherence to legal standards governing special education, disseminating these requirements across the district.
4. Program Leadership: Leading the introduction of new programs and enhancing existing ones to better serve our exceptional students.
5. Student Identification: Initiating surveys and other methods for the ongoing identification and needs of students requiring special education services.
6. Educational Plan Supervision: Overseeing the educational services provided to students, as specified in their Individual Education Plans (IEPs).
7. Student Placement and Evaluation: Establishing comprehensive procedures for the evaluation, placement, and periodic reappraisal of students in special education and preschool programs.

Personal Attributes:

1. Professional Demeanor: Demonstrating maturity, self-confidence, a friendly disposition.
2. Professionalism: Upholding professionalism in all school-related interactions.
3. Leadership: Setting a positive example in demeanor, appearance, and communication.

General Administrative Duties:

1. Collaborating closely with the superintendent, school principals and teachers to foster a deep understanding of needs, objectives and operation of the Board of Education.
2. Reviewing classroom and contracted expenses related to fiscal aspects with special education funding.
3. Developing budget recommendations for special education and overseeing expenditure.
4. Maintain all Special Education records and submit reports to state and federal agencies as they relate to duties.
5. Overseeing the requisition, ordering, and financial processing of special education materials and supplies.
6. Supervise operations and staffing of the Southern Local and Contracted Paraprofessionals.
7. Jointly supervising and evaluating special education teachers and programming with relevant administrators.
8. Work with superintendent and district personnel to implement a viable system of parent involvement and community relations.
9. Attend Board of Education meetings and prepare reports as needed.
10. Consult with parents of exceptional children.
11. Serve as district 504 coordinator.
12. Prepare for special education administrative reviews, mediations and due process hearings.
13. . Perform other related duties, other than those listed herein, as may be assigned by the superintendent.
14. Direct the process of special education identification through programming. Including diagnosis, evaluation and transportation of students inside and placed outside of the district, with collaboration from the Director of Transportation.

Evaluation:

Performance evaluations will be conducted annually by the Superintendent based on established criteria.

This position requires a candidate who is adept at managing both the broad vision and the day-to-day details necessary to ensure that all students receive the support they need to thrive academically.

Terms of Employment:

The Director of Special Education Services is a 230-day position, with specific terms and conditions to be outlined upon employment.