

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Director of Special Services Position Description

LOCATION: Special Services Office

JOB CATEGORY: Professional

PAY GRADE: Grade 31

FSLA: Exempt

IMMEDIATE SUPERVISOR: Superintendent

GENERAL DEFINITION AND CONDITIONS OF WORK

Formulates special education programs and policies relating to the education and training of students with disabilities that maintains compliance with the Individuals with Disabilities Education Act and Section 504 of the 1973 Rehabilitation Act; maintains compliance with the state nursing regulations and oversees the operation of the school nursing program.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

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

- Maintains compliance with federal and state special education regulations;
- Monitors the procedures for the operation of special education programs across the school division;
- Develops the local special education Annual Plan and Report in order to secure funding for special education programs;
- Keeps accurate records on pupil accounting and expenditures of funds;
- Prepares budgets, reports, and plans for special education programs;
- Ensures that Special Services staff are informed of the requirements and regulations for disability identification;
- Oversees, in conjunction with the Assistant Superintendent, Director of Personnel, Director of Transportation, and building administrators, that teacher and assistant assignments across the school division maintain compliance with state program standards;
- Maintains "child find" and community awareness activities regarding students with disabilities;
- Coordinates, assigns, supervises, and evaluates central office staff members assigned to special education department/office;
- Supervises the eligibility determination of all students referred for special education;
- Supervises and coordinates IEP procedures to facilitate the

- appropriate services for student with disabilities;
- Coordinates instructional services provided to identified students with disabilities with the Supervisor of Exceptional Students;
- Informs the Director of Transportation of the transportation needs for the students with disabilities;
- Serves on the Special Education Local Advisory Committee;
- Coordinates health services provided for all students with the school nurses;
- Serves on the School Health Advisory Board;
- Works with building administrators, supervisors, and special education teachers to assure appropriate services for identified students;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Models non-discriminatory practices in all activities;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model of an educated professional in appearance, demeanor, dress and behavior;
- Performs related duties as assigned by immediate supervisor(s) in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Decision-making skills are significant to the job, affecting a large segment of the organization, students, and teachers. Effective leadership qualities and personal characteristics necessary for interacting with students, teachers, and parents are a paramount component of this position. Candidate must be knowledgeable of best practices in special education instruction, teaching methodology, behavior management of students with disabilities and the general education curriculum for students, ages 2-21. Knowledge of school law, legal provisions related to childcare, special education laws, and regulations are 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 proceedings, IEP team meetings, discipline reviews, mediation, and/or due process proceedings.

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/administrator. Candidate must have successful experience in public education as a teacher and/or administrator.

SPECIAL REQUIREMENTS

Candidate must be skilled in the use of word processing, database, and presentation software. 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 Superintendent will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.