| Job Title | Special Education Director/Coordinator | Job Category | Administrative |
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| Department/Group | Special Education | Term of Contract | 12 Months (240 days) |
| Location | Central Office | Travel Required | Yes |
| Level/Salary Range | Central Office Department Heads | Position Type | Full Time |

| Reports to | Superintendent |
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| **Job Description** To provide appropriate educational programs for Special Education students in the least restrictive environment |
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| **Responsibilities*** Supervises Special Education Supervisors, Special Education Teachers, Speech Therapists, Related Services Providers, Teacher Assistants and other staff members designated by the Superintendent of Education and/or Board of Education.
* Demonstrates support for the school system and its vision, goals and priorities.
* Assists in the adoption of school policies to include Special Education needs.
* Provides leadership in developing and promoting the mission and vision of the Special Education services department.
* Keeps informed of all legal requirements governing Special Education.
* Provides leadership in evaluating and establishing new programs and developing improved understanding of existing programs.
* Facilitates effective professional development for stakeholders to improve procedural and instructional practices and to address any other identified needs.
* In cooperation with other Special Education personnel, provides and/or develops curriculum guides and other materials which provide direction in the instruction of Special Education.
* Establishes procedures for placement, evaluation, assignment, and re-appraisal of students with regard to the Special Education service program.
* Develops procedures for referral, securing medical reports, psychological examination and placement.
* Maintains all data related to local, state and federal monitoring and facilitates in the monitoring process.
* Supervises and coordinates home instruction for homebound or hospitalized students who receive Special Education services.
* Participates in the recruitment, selection, assignment, reassignment, and evaluation of instructional and clerical staff members assigned to the Special Education department.
* Receives, manages, and facilitates responses to Special Education administrative complaints, mediation requests, and due process hearings.
* Assists school and system personnel in establishing goals and methods for meeting accountability targets for Special Education students.
* Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful.
* Develops and maintains complete and cumulative individual records of all children receiving special services or enrolled in special classes.
* Coordinates Special Education transportation assignment of students as a related service.
* Develops budget recommendations and provides expenditure control on established budgets for Special Education.
* Keeps informed of the state of financial aid for Special Education.
* Assumes responsibility for maintaining equipment and for the acquisition of supplies and equipment purchased with funds controlled directly by the Special Education Director.
* Oversees the management, maintenance, and implementation of the electronic data management system for special education students as adopted by the State of Alabama.
* Maintains permanent inventory of equipment purchased for Special Education.
* Establishes procedures for requisitioning, ordering, and paying for Special Education equipment and supplies.
* Approves all supplies, materials, and texts used by Special Education personnel.
* Assists with and makes recommendations on design, furnishing, equipment and location of new special equipment facilities.
* Consults with parents of students enrolled in the program.
* Evaluates on an ongoing basis, the total Special Education program, curriculum, procedures, and individual students’ needs and achievement.
* Assumes the responsibility for his/her own professional growth and development; for keeping current with the literature, new research findings, and improved techniques.
* Attends appropriate professional meetings, workshops, and conventions.
* Provides for and encourages Special Education personnel to participate in clinics, workshops, and state/regional conferences.
* Provides liaison regarding program activities with various related local and state agencies.
* Is regular and punctual in attendance.
* Maintains confidentiality of any school system related information.
* Maintains proper and professional relationships with other employees.
* Performs duties in a manner that promotes good public relations.
* Is familiar with and follows Board of Education policies.
* Performs other reasonable related duties as needed.

**Working Environment**The usual and customary methods of performing the job's functions may require the following physical demands: some lifting, carrying, pushing, and/or pulling. This job is performed in a generally clean and healthy environment.**Qualifications*** 5 years continued services in education, experience in budgeting, experience in hiring practices, in-depth knowledge of Special Education and Special Education legal issues
* Hold one of the following:

Special Education certification at the Class A or Class AA level (or)Supervisor of Special Education certification at the Class A or Class AA level (or)General Supervisor of Instruction certification at the Class A or Class AA level (or)School Psychometry certification at the Class A or Class AA level (or)School Counselor certification at the Class A or Class AA level (or)School Psychology certification at the Class A or Class AA level (or)Superintendent/Principal certification at the Class A or Class AA level* Such alternative or additional qualifications as the Board may find appropriate and acceptable
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Board Approved October 19, 2021