| 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 |

Board Approved October 19, 2021