**Otterville RVI School District**

**101 W Georgetown Street, Otterville MO 65348**

**Supt. Dan Kruse, 660-366-4391**

**Principal, Melissa Stone, 660-366-4621**

**Fax 660-366-4293**

**Job Title:** Special Education Director/Teacher

**Location:** Otterville School District, MO

**Reports To:** Principal or School Administrator

**Job Summary:** The Special Education Director/Teacher is responsible for overseeing the special education program within the Otterville School District. This role involves both administrative and instructional responsibilities, including managing special education staff, developing and implementing individualized education plans (IEPs), and ensuring compliance with state and federal regulations.

**Key Responsibilities:**

1. **Program Management:**
   * Oversee and coordinate the district’s special education program, including the development and implementation of policies and procedures.
   * Supervise and support special education staff, including teachers, aides, and therapists.
   * Ensure that special education services are provided in accordance with district policies and state and federal regulations.
2. **Instructional Leadership:**
   * Teach special education classes as needed, providing direct instruction to students with diverse learning needs.
   * Develop and implement individualized education plans (IEPs) for students with disabilities, in collaboration with parents, teachers, and other professionals.
   * Monitor and assess student progress, making adjustments to instruction and support as necessary.
3. **Compliance and Documentation:**
   * Ensure compliance with IDEA (Individuals with Disabilities Education Act), ADA (Americans with Disabilities Act), and other relevant regulations.
   * Maintain accurate and up-to-date records for each student’s IEP, assessments, and progress reports.
   * Prepare and submit required reports and documentation to the district office and state education authorities.
4. **Collaboration and Communication:**
   * Work closely with general education teachers to support the inclusion of students with disabilities in the general education setting.
   * Collaborate with parents, guardians, and outside agencies to ensure effective communication and support for students.
   * Provide training and support to staff on special education best practices and legal requirements.
5. **Professional Development:**
   * Stay current with best practices in special education and changes in relevant laws and regulations.
   * Participate in ongoing professional development and encourage staff to engage in relevant training opportunities.
6. **Additional Duties:**
   * Assist with the development and management of the special education budget.
   * Coordinate and attend meetings related to special education services, including IEP meetings and parent conferences.
   * Perform other duties as assigned by the principal or district administration.

**Qualifications:**

* **Education:** Bachelor’s degree in Special Education, Education, or a related field required; Master’s degree preferred.
* **Certification:** Valid Missouri Special Education certification required; administrative certification preferred.
* **Experience:** At least 3-5 years of experience in special education, including experience in a supervisory or leadership role.
* **Skills:**
  + Strong knowledge of special education laws, regulations, and best practices.
  + Excellent organizational, communication, and interpersonal skills.
  + Ability to develop and implement effective instructional strategies for students with diverse needs.
  + Proficiency in using technology and educational software.

**Working Conditions:**

* **Hours:** Full-time position, typically during school hours with some additional hours for meetings and events.
* **Environment:** Office and classroom settings within a school building. Interaction with students, staff, parents, and external agencies is frequent.

**Salary and Benefits:**

* Compensation and benefits are determined by the Otterville School District's policies and may vary based on experience and qualifications.