

Job title	<i>Director of Special Education</i>
Reports to	<i>Principal</i>

Job purpose

Under the guidance of the Principal, the Director of Special Education is responsible for implementing and maintain Special Education programs and services in compliance with state and federal objectives and laws. This includes planning, designing and implementing all phases of service provided by the Special Education staff; serving as a resource to scholars and school personnel, and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget.

Duties and Responsibilities

- Provides leadership and vision to ensure continuous organizational development and improvement.
- Keeps abreast of community services and resources; develops partnerships with parents, businesses/organizations, and other agencies in order to build awareness, develop support, and share resources.
- Collaborates effectively with staff, families, special education teachers, and the community for the purpose of planning, developing, implementing, maintaining, and evaluating educational services and/or programs.
- Implements conflict resolution skills in a variety of situations with staff, families, and the community.
- Sets staffing levels for school special education programs for the purpose of providing services with fiscal efficiency.
- Directs personnel, for the purpose of delivering services which conform to established guidelines.
- Develops proposals, new programs, budgets and grants for the purpose of meeting the strategic plan and goals.
- Evaluates school Special Education programs and monitors the implementation of special education and compliance with regulations, for the purpose of carrying out and achieving objectives within area of responsibility.
- Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the school which achieve desired objectives.
- Implements assigned programs and/or projects for the purpose of conforming to state curriculum and/or instructional objectives.
- Manages fiscal resources from the school funds and special education grants, prepares budgets and directs spending, and monitors maintenance of effort, for the purpose of fiscal efficiency in providing required services.

- Prepares documentation and reports data for the purpose of providing written support, conveying information, and complying with Federal and State regulations.
- Communicates information on programs, services, and regulations to school personnel, and parents for the purpose of understanding of the programs.
- Assists in the hiring process, supervises, and evaluates special education staff.
- Manages special education complaints, for the purpose of providing required services.
- Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.
- Supervises the training of special education instructional assistants for the purpose of assuring well-trained personnel.
- Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities, for the purpose of managing an excellent special education program. Incorporates policies and procedures in accordance with laws and regulations. Ensures that all practices are legal and ethical for each student/family so that each child has the opportunity to achieve at a high level and be prepared for post-secondary success.

Vision, Mission, Values

- Assists in the development of an educational vision for the school to promote the academic success and well-being of each student, and hold staff accountable for the vision.
- Articulates, advocates, and cultivates core values that enhance high expectations, equity, inclusiveness and social justice.

Supervisory Responsibilities

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Other Functions

- Prepares documentation and reports data to the IDOE for the purpose of providing written support, conveying information, and complying with federal and state regulations.
- Serves as representative for IEP meetings as needed.
- Performs other related duties as assigned

Qualifications & Skills

- Master's degree in Education, Education Administration, or related field
- Minimum of five (5) years of increasingly responsibility of working with scholars
- Education administration experience
- Indiana School Administrator's License

Physical requirements

Must have ability to sit and/or stand for extended periods of time and capable of bending and lifting light to minimally heavy objects.

Approved by:	
Date approved:	
Reviewed:	