

POSITION DESCRIPTION

TITLE:	Director of Special Education	SUPERVISOR:	Superintendent
DEPARTMENT:	Special Education	CLASSIFICATION:	Administration

I. Accountability Objectives:

The job of “Director of Special Education & Student Services” is done for the purposes of implementing and maintaining age 3 to 21 Special Education and Pupil Services programs and services in conformance to District, State, and Federal objectives and laws; planning, designing and implementing all phases of service provided by the Special Education and Pupil Services staff; serving as a resource to patrons, school personnel and the Board; and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget.

II. Position Characteristics:

Salary: Set Annually by the Board of Education
Length of Contract: 260 Days

III. Position Relationships:

Reports to: Superintendent
Coordinates with: District Administrators; coordinators; and special education/pupil services staff.

IV. Position Qualifications:

- A. Required certification:
Wisconsin Administrative Certification: Director of Special Education and Pupil Services (#80)
- B. Desired experience and training:
A Master’s Degree and certification in one or more of the special education or pupil service areas; significant school experience working directly with students; administrative experience.
- C. Special requirements of the position:
Skills to manage personnel and programs, communicate effectively, problem solve.
Knowledge of curriculum and research-based programming, Wisconsin and Federal education laws/regulations and district policies.
Abilities to provide direction to others, make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form.

V. Position Responsibilities:

- A. Collaborates with District administrators, coordinators and special education/pupil services staff for the purpose of implementing and maintaining services and/or programs. Sets staffing levels for programs for the purpose of providing services with fiscal efficiency.
- B. Directs personnel, for the purpose of delivering services which conform to established guidelines.
- C. Develops proposals, new programs, budgets and grants for the purpose of meeting District goals.

- D. Evaluates District and school special education and pupil service programs and monitors the implementation of these programs in compliance with regulations in each location, for the purpose of carrying out and achieving objectives within area of responsibility.
- E. Facilitates meetings and processes, for the purpose of implementing and maintaining programs and services of the district to achieve desired objectives.
- F. Implements assigned programs and projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
- G. Manages fiscal resources from the General Fund and state/federal grants, approves budgets and directs spending, and co-monitors maintenance of effort, for the purpose of fiscal efficiency in providing required services.
- H. Prepares documentation and reports data to the Wisconsin Department of Public Instruction for the purpose of providing written support, conveying information, and complying with Federal and State regulations.
- I. Communicates information on programs, services and regulations to school personnel, parents and the Board for the purpose of understanding of the programs.
- J. Recruits, hires and supervises (when deemed as responsibility) special education and pupil services staff for the purpose of carrying out objectives within areas of responsibility.
- K. Serves as the District Representative for IEP meetings when resources beyond school budgets may be considered, for the purpose of efficiently managing fiscal resources while meeting special education regulations.
- L. Serves as the District liaison to CESA 10 and the Wisconsin Department of Instruction for coordination of Special Education/Pupil Services services; and manages special education complaints, for the purpose of providing required services.
- M. Coordinates with outside agencies to provide services to students and staff, for the purpose of assuring program consistency and compliance with state and federal rules.
- N. Writes district Board Policy for special education/pupil services as is needed or required, for the purpose of assuring program consistency and compliance with state and federal rules.
- O. Maintains a high level of knowledge regarding educational issues/practices, changes in laws and case law, and educational methods of educating students, for the purpose of increasing student achievement.
- P. Oversee and document necessary and appropriate training for and provision of medical, psychological, and physical services.
- Q. Performs other duties as assigned.