

**DIRECTOR OF SPECIAL EDUCATION**

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<b>TITLE:</b>	Director of Special Education
<b>REPORTS TO:</b>	Superintendent's Designee
<b>SUPERVISES:</b>	Assigned Staff
<b>JOB FUNCTION:</b>	To lead, facilitate, coordinate, and monitor the implementation, operation, and evaluation of special education programs to ensure a soundly based systemic approach to improving education so that all children learn.

**MEASURES OF SUCCESS:**

- Increase in student achievement and growth:
  - State Academic Standard expectations
  - District based assessments
  - Curriculum benchmark assessments
  - IEP goals
- Closing achievement and opportunity gaps
- Improve learning, culture, and environment for all special education programs and staff
- Increase teacher knowledge of content, instructional and assessment strategies
- Increase the high school graduation rate and ensure every student graduates college or career ready

**DUTIES AND RESPONSIBILITIES:**

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- Develop of an organization and staffing plan to assure attainment of objectives; make or recommend changes as appropriate.
- Assist principals, SBDM councils, and staff with assessing school needs and services, instructional programs, and strategies, and implementing an effective curriculum and method for improving instruction to ensure that all students learn to their highest potential.
- Collaborate with district staff and others to develop, implement, and/or obtain and provide needed resources, services, and materials for students.
- Respond in a timely manner to parent and community concerns about the special education program and related issues upon request and as needed; facilitate group meetings as needed.
- Work on the development, implementation, and evaluation of the district consolidated plan, and other school district projects and committees.

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- Develop, implement, and monitor budgets related to special education.
- Manage and facilitate requests to the District for complaints, due-process hearings, and mediation.
- Prepare and submit federal and state reports.
- Supervise and evaluate assigned staff.
- Facilitate and coordinate the implementation and evaluation of special education programs; prepare staff development plans indicated by evaluation.
- Attend and actively participate in the following meetings: Executive Leadership Team, Board of Education, and other meetings, as assigned.
- Demonstrate the ability to communicate in more than one language or willingness to learn to communicate in more than one language at a novice level of proficiency.
- Maintain regular attendance.
- Perform other duties as assigned.

### Qualifications and Key Competencies:

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- Experience in leading teams to design and implement evidence-based instructional strategies for students with disabilities.
- Expertise in leadership development, building an effective team, coaching, and ensuring professional growth for administrative team and resource specialists.
- Experience in all aspects of special education legal requirements, including communication of expectations and adherence/response to requirements for formal complaints, due process hearings and mediation.
- Builds collaborative relationships with a wide variety of constituent groups, including external partnerships with disability advocacy groups, families, regional cooperative, and community partners, to ensure the department operates in the most effective manner to support students, families, and teachers/staff.
- Demonstrates an unyielding commitment to continuous improvement and an unwavering belief that all students can achieve at high levels.

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### PHYSICAL DEMANDS:

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision, and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push, or pull light weights

### EDUCATION AND EXPERIENCE:

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- Master's Degree plus thirty (30) hours (Rank I)
- Minimum of ten (10) years of experience in special education; five (5) years of successful teaching/related experience and five (5) years of successful administrative experience and/or leadership (preferred)

### LICENSES AND OTHER REQUIREMENTS:

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- Kentucky Teaching or Related Certificate
- Director of Special Education Administrative Certificate
- Must have strong and effective public relation skills, communication skills, successful experience with the implementation and interpretation of IDEA and state regulations

*Original Date: \_\_\_\_\_*

*Revision Date: 02/2001*

*Revision Date: 07/2012*

*Revision Date: 03/2015*

*Revision Date: 11/2021*

*Administrative Additive Level 10*