

Director of Special Education

Pemiscot County Special School District

Job Title: Director of Special Education
Department: Administration
Reports to: Superintendent
Classification: Exempt (*This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.*)

Job Summary:

The Director of Special Education is responsible for organization and implementation of the district's special education programs.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities:

An individual who holds this position is responsible for:

Ensures the implementation of the special education process based on current legal mandates and parameters thus ensuring compliance with all special education requirements

Provides for the organization and management of the special education process and instructional implementation

Provides leadership for positive change(s) in special education

Provides assistance in effective recruitment, selection, recommendation and assignment of district special education personnel

Maintains positive, professional relationships with district and component district personnel

Responsible for the MSIP process review(s)

Attends IEPs as needed

Promotes appropriate staff development in special education

Demonstrates effective communication skills with effective problem-solving, decision making, and conflict resolution skills

Supervision of instruction as required

Evaluation of staff as required

Training of staff as required

Supervises the maintenance of records

Preparation and management of the special education budget

Positive interaction with students and staff

Maintains positive and professional relationships with district personnel, members of the community, and other administrators

Motivation of staff

Any other duties as assigned

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An individual who holds this position is expected to attend:
Board meetings
IEP meetings as required

Supervisory Duties:

Has supervisory responsibility involves all special education certified and non-certified staff.

Qualifications:

Education

Master's degree or higher in educational administration

Certificates, Licenses, Registrations:

Valid Missouri special education administration certificate for the appropriate grade levels

Skills and Abilities:

Language

An individual who holds this position must have the ability to:
Present information to staff members, other administrators and the Board of Education
Respond to common questions and complaints
Interview students and staff
Read, analyze and interpret professional journals, government memos, Board policy, administrative procedure and statutes
Write newsletter articles, staff memos and ordinary business correspondence
Keep information confidential when required by law, policy or a particular situation

Computation

Ability to compute ratios, percentages and create and interpret graphs and figures

Reasoning

Ability to define problems, collect data, establish facts and draw valid conclusions

Technology

Basic computer word processing, spreadsheet and research skills
Ability to access and create reports using the district's student information software

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands:

An individual who holds this position must frequently move in and around buildings and grounds to visit classrooms, attend meetings both on and off campus as required.

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Hearing

Must be able to hear a conversation in a noisy environment

Attendance

Consistent and regular attendance is an essential function of this position

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment:

The work environment is consistent with a typical office environment; however the individual who holds this position will occasionally be required to be outside in temperatures below freezing and above 100 degrees.

This individual must be able to travel to appointments as required throughout the county.

This job requires being in and out of inclement weather on a regular basis.

The individual who holds this position is frequently required to work irregular or extended hours.

The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.