

CAMPBELL COUNTY SCHOOLS

Effective: January 21, 1991

Updated: May, 2007

JD Locator: 4.06

TITLE: Director of Special Education

QUALIFICATIONS:

1. Has at least three years of successful teaching experience in special education.
2. Holds a valid certification as Director of Special Education.
3. Has demonstrated ability to communicate and work effectively with parents, staff, students, and community.
4. Is thoroughly knowledgeable with all special education regulations.

REPORTS TO: Associate Superintendent of Curriculum and Instruction

SUPERVISES: Special Education
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JOB GOAL: To provide sound educational special programs for children who cannot sufficiently benefit from regular classroom programs and assure full implementation of federal mandated and state regulations as they relate to children with disabilities.

PERFORMANCE RESPONSIBILITIES:

1. Complies and maintains a training system of all children receiving special services, or enrolled in special education classes.
2. Reviews and implements compliance with federal and state guidelines.
3. Assists in coordinating all special education programs in the district and those special students who are served outside the district on a contract basis.
4. Keeps informed of all legal requirements governing special programs.
5. Works cooperatively with school principals and staff in matters related to special programs.
6. Supervises and works directly with teachers of special classes.

1 of 2

Director of Special Education -Continued

7. Coordinates and keeps up-to-date all student Admission and Release Committee meetings.
8. Recommend policies, procedures, and programs essential to the needs of exceptional children.
9. Establish procedures for requisitioning, ordering, and paying for special education equipment and supplies.
10. Maintains contact with various agencies providing services and information dealing with special type students.
11. Assists in evaluating special education programs and makes suggestions for their improvement or revision.
12. Establish and supervise procedures for assessment, placement, evaluation, assignment, and reappraisal of students with regard to the special education services program.
13. Be involved in pre-school child find and post-school services through Department of Vocational Rehabilitation.
14. Develop procedures for referral, securing medical reports, psychological \-/ examination and placement.
15. Assist in recruitment and selection for hiring of any special education personnel.
16. Develop budget recommendations and provide expenditure control on established budgets for special education.
17. Consult with parents of students enrolled in the program.
18. Enhance professional growth and development through literature, awareness of new research findings and improved techniques, and through attendance of appropriate professional meetings and conventions.
19. Provide in-service for staff in line with national trends and policies.
20. Perform other duties consistent with the position assigned by the Superintendent.

TERMS OF EMPLOYMENT: Work schedule to be established. (See Board scheduling.)

,,, Salary as established by the Board of Education.