



JOB DESCRIPTION

Job Title	Special Education Program Administrator
Department	Division of Teaching & Learning
Reports To	Director of Special Education
Classification	Administrator
Location	District
Salary	On Schedule
Length of Contract	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

Under the Direction of the Director of Special Education, the Special Education Program Administrator is responsible for assisting with implementing and maintaining age 3-21 Special Education 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 staff; serving as a resource to patrons, school personnel, and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget.

Essential Job Functions

- Establishes and supports implementation of special education programming, including curriculum development and allocation of resources, for students with disabilities as guided by federal and state special education law.
- Develops, coordinates, monitors, and evaluates special education programming in coordination with other District’s programs
- Support the implementation of the District’s MLSS framework by working in coordination with district administrators to ensure tier II and III interventions are in place
- Assists in the coordination of special education services ages 3-21, e.g. related services, alternative placements, community connections, and specially designed instruction options.
- Reviews and evaluates IEP/Evaluation paperwork consistently for compliance and data accountability.
- Develops, coordinates, monitors and evaluates criteria, procedures, guidelines, and plans of special education programming.
- Acts as Local Education Agency (LEA) at IEP meetings as designated by the Director of Special Education.
- Recruits, hires, supervises, and evaluates District-level special education staff
- Manages special education complaints, for the purpose of providing required services.
- Directs personnel, for the purpose of delivering services which conform to established

guidelines.

- Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services
- Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district which achieve desired objectives.
- Directs the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the district, for the purpose of gaining fiscal resources
- Serves as curriculum/assessment advisor to the Director of Special Education.
- Assists in and leads professional development and training for general or special education personnel, related service providers, other district personnel, parents, and community personnel.
- Assists in the development of Extended School Year services.
- Facilitates Child Find and the Request for Assistance (RFA) process.
- Assists in selection, disbursement, and training of appropriate assessment materials for use in the assessment process; including developmental, academic, and behavioral. This includes standardized assessment for eligibility and ongoing assessment to define progress on IEP goals.
- Stays current in the particular field through professional readings, seminars, workshops, and conventions.

Ancillary Job Functions

- Participates in budget development and management process involving level staff at the request of the Director of Special Education.
- Participates in grant writing activities upon request from the Director of Special Education.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master’s degree in Education, Education Administration, or related field.
- Minimum of three years’ experience working directly with students in special education.
- Wisconsin Administrative Certification: Director of Special Education and Pupil Services (#80).

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Advanced work in educational/behavioral assessment/curriculum.
- Multi-categorical certification/experience

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Demonstrates an understanding and use of culturally responsive practices.
- Ability to travel to multiple District buildings in compliance with District driving policy
- Strong organizational, planning and time management skills.
- Excellent writing and public speaking skills.
- Strong ability to work effectively with individuals and groups.
- Broad and current knowledge in the areas of special education programming, law and procedures.
- Evidence of competencies in classroom behavior management, educational/behavior assessment and evaluation, curriculum and parent training.
- Desire to serve as a team player.
- Ability to facilitate groups.
- Outstanding problem solving and conflict resolution skills.
- Excellent leadership skills.
- Ability to work a flexible schedule including work as directed outside of the school calendar.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school environment and moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids, hazardous traffic conditions, or fumes/airborne particles.

Physical Requirements – The physical demands described below 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.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- Regularly required to drive to other locations.
- May occasionally be required to lift up to 20 pounds; rarely up to 50 pounds.