



JOB DESCRIPTION

Job Title	Director of Special Education
Department	Student Services and Special Education
Reports To	Executive Director of Student Services and Special Education
Classification	Administration
Location	District Office
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 supervision of the Executive Director of Student Services the Director of Special Education, assists 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 students, families, and school personnel, and the Board; and maintaining adequate staffing to ensure objectives of programs and services meet the needs of students. The Director, in collaboration with District Leaders and principals, is responsible for the implementation and development of the District Equitable Multi-Level System of Supports (EMLSS) framework across all schools and provides knowledge, guidance, and support to braid academic and behavioral systems at the universal, selective, and intensive levels to increase student achievement for all students.

Essential Job Functions

- Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities, for the purpose of managing an excellent special education program.
- Incorporates policies and procedures in accordance with laws and regulations.
- Ensures that all practices in the district are legal and ethical for each student/family so that each child has the opportunity to achieve at a high level and be prepared for post-secondary success.
- Provides leadership and vision to ensure continuous organizational development and improvement.
- Keeps abreast of community services and resources; develops partnerships with parents, businesses/organizations, and other agencies in order to build awareness, develop support, and share resources.
- Collaborates effectively with District staff, families, special education teachers, and the community for the purpose of planning, developing, implementing, maintaining, and evaluating educational services and/or programs.
- Implements conflict resolution skills in a variety of situations with staff, families, and the community.

- Sets staffing levels for school special education programs for the purpose of providing services with fiscal efficiency.
- Directs personnel, for the purpose of delivering services which conform to established guidelines.
- Directs the development of proposals, new programs, budgets, and grants for the purpose of meeting the District's Strategic Plan and goals.
- Evaluates District and school Special Education programs and monitors the implementation of special education and compliance with regulations in each location, for the purpose of carrying out and achieving objectives within area of responsibility.
- Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district which achieve desired objectives.
- Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Manages fiscal resources from District funds and special education grants, prepares budgets and directs spending, and monitors maintenance of effort, for the purpose of fiscal efficiency in providing required services.
- Prepares documentation and reports data for the purpose of providing written support, conveying information, and complying with Federal and State regulations.
- Communicates information on programs, services, and regulations to school personnel, parents, the Board, and other districts for the purpose of understanding of the programs.
- Recruits, hires, supervises, and evaluates District-level special education staff.
- Resolves special education complaints, for the purpose of providing required services.
- Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.
- 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.
- Supervises the training of special education instructional assistants for the purpose of assuring well-trained personnel.
- Collaborates on District Board policy for special education as is needed or required, for the purpose of assuring program consistency and compliance with state and federal rules in all locations.

Ancillary Job Functions

- 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.
- Serves as district representative for IEP meetings as needed.
- Attends School Board meetings as directed.
- 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 Educational Administration, Special Education and Pupil Services, or related field.

- Minimum of five years of experience working directly with students in the area of special education
- Minimum of five years in administration, coordination, building leadership, or other leadership role outside of the classroom.
- Minimum of three years of successful PK-12 educational experience.
- 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.

- Previous District level administrative experience.
- Multi-categorical certification/experience.
- Advanced work in educational/behavioral assessment/curriculum.
- Advanced graduate work beyond master’s degree.
- Bilingual/bicultural skills.

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

- Knowledge of Wisconsin and federal education laws/regulations and district policies.
- Knowledge of current educational research, components of elementary/secondary programming, and best practices for instruction.
- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure all staff receive effective supervision and evaluation.
- Ability to work independently with minimal supervision.
- Ability to maintain confidentiality in all tasks.
- Ability to learn and adapt quickly as situations change.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Ability to effectively plan, organize and manage time.
- Ability to work effectively with individuals and groups.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.
- Ability to travel to multiple District and community sites in compliance with the District driving policy.
- Ability to assist with the implementation, oversight, and monitoring of the District’s Equitable Multi-Level System of Support (EMLSS).
- Demonstrates an understanding and use of equitable and culturally responsive practices.

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

- General office environment and moderate noise levels.

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.

- Regularly required to talk and listen.
- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.