

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: **Director of Special Education (170)** Lane Placement: 6
 Department / Location: Special Education District Office FLSA Classification: Exempt
 Supervisors Title: Admin. of Curriculum & Staff Development Contract: 242 Days
 Original date: 04/85 Revised: 03/92 Revised: 07/14 Revised: 05/18 Revised: 07/25

GENERAL FUNCTION

The **Director of Special Education** is responsible for providing leadership, direction and management for all program responsibilities including developing and implementing administrative policies and procedures related to Special Education, compliance with Federal/State IDEA rules and regulations, hiring and supervision of licensed and classified staff, budgeting, providing ongoing professional development, problem-solving with parents and staff and collaboration with outside agencies, parents and other special education, State or Federal organizations.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Establish a budget to support Special Education programs and services and manage budget allocations to provide fiscal accountability; report on the expenditure of funds for the provision of Special Education Services as requested by the Board of Education.
- Develop and prepare grants as necessary to apply for available State or Federal funds that will support the educational programs of students with disabilities.
- Establish and manage an inventory of instruction-related materials and technology in the schools and department.
- Evaluate the needs for Special Education personnel in programs and schools and allocate funds to maintain budgeted personnel and services; plan/budget for additional staff and/or programs as needed; assist in planning physical facilities.
- Coordinate efforts with department, District and school staff to:
 - Identify and locate all children who have disabilities or are "Students at Risk" and qualify for special education services (Child Find).
 - Evaluate educational needs, write Individualized Education Plans (IEPs) and implement special education/related services.
 - Place students in appropriate special education programs and monitor student progress.
 - Identify performance goals, student achievement results and student needs.
- Provide leadership and direction in the development, implementation, monitoring, assessment and evaluation of special education programs (quality and efficacy); evaluate the effectiveness of the overall Special Education program, including the evaluation and reporting of student progress.
- Establish, implement and maintain policies and procedures:
 - To ensure each child with a disability is guaranteed their substantive and procedural due process rights afforded under IDEA and supporting regulations.
 - Regarding the discipline, suspension and expulsion of students with disabilities ensuring student confidentiality.
- Develop and submit to the Utah State Office of Education the annual "Utah Consolidated Application and/or LEA Plan" as required by IDEA.
- As required, collect data and report on children receiving special education services; special education programs and personnel; fiscal activities within the program; the suspension, expulsion and discipline of students with disabilities.
- Manage and coordinate program audits conducted by the Federal Office of Special Education Programs (OSEP), the Utah State Office of Education (USOE) or others.
- Ensure all special education records within the District are in compliance with State and Federal mandates.

- Establish, develop and maintain interagency agreements with agencies that provide services to families and children with disabilities.
- Conduct public relations activities that will inform representatives of community agencies, industries, employers, legislators and parents of students with disabilities of the needs and rights of individuals with disabilities.
- Collaborate, problem-solve and mediate with parents, staff and outside agencies or organizations; facilitate the resolution of conflicts related to serious compliance issues between parents of students with disabilities and school staff.
- Manage and coordinate investigations conducted by OSEP, the Office of Civil Rights (OCR) or the USOE pursuant to an official complaint filed by a patron of Jordan School District; develop and implement Corrective Action Plans pursuant to such investigations.
- Coordinate and prepare for Due Process Hearings and/or OCR complaints filed against the District.
- Provide leadership and direction in identifying goals and a strategic plan or vision for Special Education programs; engage parents and other stakeholders in meaningful program planning, evaluation and revision; establish and maintain a Special Education Advisory Committee, as needed.
- Assist principals in the provision of a free appropriate public education (FAPE) for all students with disabilities in their schools; support school principals and school staff in meetings with parent advocates, the Disability Law Center or the private sector, pursuant to a special education issue.
- Determine the staff development needs of Special Education personnel, administrators, parents and general education staff as they relate to special Education.
- Plan, develop and implement in-service and staff development programs in cooperation with the Curriculum and/or other departments to ensure continuity of programming and services across the District.
- Administer personnel policies and procedures, including the utilization, hiring, supervision and evaluation of employees; assist principals in the evaluation of special education staff and in assigning and/or disciplining personnel, as requested; assist in administering salary, benefits and employee relations programs.
- Represent the District at local, State and national meetings, committees and professional organizations.
- Maintain current knowledge of local, State and Federal educational regulations; research, trends and new developments in Special Education and general education; components of the State funding system for special education; and litigation history, legislation and rules related to the education of students with disabilities.
- Required to travel to District schools or other locations using own transportation.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a valid Professional Educator License for the State of Utah with a “License Area of Concentration” of “Administration”.
- Requires five (5) years classroom teaching experience with demonstrated competency. Prior administrative experience preferred.
- Requires excellent knowledge of State/Federal rules and regulations related to the Individuals with Disabilities Education Act (IDEA).
- Requires ability to lead and work cooperatively with licensed and classified staff, other administrators, parents and community members.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah. Must be able to provide own transportation.
- Requires effective problem solving, leadership, planning, organizational, multi-tasking, and time management skills.
- Requires excellent communication, interpersonal and problem solving skills and a strong desire to work with teachers, administrators, and other stakeholders.
- Requires the ability to establish and maintain a positive working environment.
- Requires excellent knowledge of effective instructional practices, curriculum, and classroom management strategies.
- Knowledge of applicable software programs related to the position, including Microsoft Office and the District computer system.
- Ability to develop and implement policies, guidelines and procedures for the effective utilization of the department's resources.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*