



## JOB DESCRIPTION

<b>Job Title</b>	Director of Special Education
<b>Department</b>	Division of Teaching & Learning
<b>Reports To</b>	Executive Director of Teaching and Learning
<b>Classification</b>	Administration
<b>Location</b>	District Office
<b>Salary</b>	On schedule
<b>Length of Contract</b>	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 Executive Director of Teaching and Learning, the Director of Special Education is responsible for 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 the Board; and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget.

## Essential Job Functions

- 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.
- Develops 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.
- Manages 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.
- Writes drafts of 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.
- 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.

#### **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.
- 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 five years experience working directly with students.
- Education administration 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.

- N/A.

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

- Knowledge of organizational systems, the role of public education in the United States, racial equity, social justice, culturally relevant instruction/practices, and special education laws and practices.
- Strong law understanding.
- Ability to collaborate with families and community members of diverse cultural and educational backgrounds.
- Ability to manage personnel and programs.
- Effective written and verbal communication skills.
- Problem solving skills.
- Knowledge of curriculum and research-based programming.
- Knowledge of Wisconsin and federal education laws/regulations and district policies.
- Ability to make independent judgments.
- Ability to keep and maintain accurate records and to meet deadlines.

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

- General office conditions 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.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Occasionally required to drive to other locations.