



Columbia County School District Job Description

Position Title: Director of Special Services		
Department: Special Services	Evaluation Instrument: Performance will be evaluated annually by the Assistant Superintendent of Student Learning in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: Administrative Salary Schedule, Grade F	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days, 8 hours per day		
Reports to: Assistant Superintendent of Student Learning		
Supervises: Special Education Leadership and Itinerant Staff, Department Secretaries		

MINIMUM QUALIFICATIONS

Education: Five-year certificate in one or more areas of exceptionality in the field of Special Education and L6 in Educational Leadership.

Essential Knowledge/Skills: Comprehensive knowledge and demonstrated ability to administer, supervise, and implement appropriate programs for students with disabilities. Ability to work collaboratively with principals to implement and monitor special education programs; ability to work in a supportive, collaborative role with staff in all departments and offices; ability to interface with other departments to coordinate reciprocal services for achieving special education goals; ability to interpret and remain current on all federal, state and local mandates for special education and to ensure that the schools are in compliance; handle confidential information discretely and professionally; use discretion and exercise sound judgment; exceptional public relations/interpersonal skills to respond to parents and advocacy groups and to serve as the school system’s lead representative/contact person of programs for students with disabilities; effective management, supervisory, team-building and problem solving skills. Qualified to supervise and evaluate a diverse professional staff with sufficient training to communicate effectively, both orally and in writing.

Experience: At least five years teaching experience in one or more areas of Special Education program. Supervisory or administrative experience at the local school level or system level.

GOAL

To provide administrative leadership and supervision of the Special Education Department to ensure appropriate special education programming and services for students with disabilities and to manage the daily operational functions of the Special Education Department

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Establish and communicate a system-wide philosophy of least restrictive environment for serving student with disabilities.
- Guide the development and implementation of long-range and short-range plans for achieving special education goals and objectives in alignment with the school system’s strategic plan.
- Direct special education services for student with disabilities and ensure that students have access to the school system’s core curriculum.
- Monitor the development and implementation of all aspects of the special education program process.
- Collaborate with the Assistant Superintendent for Student Learning to coordinate services provided through the Department of Special Services.
- Oversee the Extended School Year (ESY) program.

- Assume responsibility for Child Find activities including the coordination of all school's referral activities and preschool screenings.
- Collaborate with school-based administrators and central office administrators regarding discipline of student with disabilities.
- Interview and recommend staff for employment for the SPED Department; supervise and evaluate all daily activities of staff members relative to assigned tasks; reassign operational responsibilities of staff members as necessary to provide opportunities for cross-training and growth.
- Facilitate and/or participate in all matters of dispute resolution with the Georgia Department of Education and the Office of Civil Rights pertaining to students with disabilities; manage mediation and due process procedures.
- Provide accurate and timely data to the Georgia Department of Education.
- Develop, monitor, supervise and manage all aspects of the annual budgets and comprehensive plan for special education; coordinate budget and staff requests with individual schools relative to the instructional programs.
- Coordinate the implementation of federal and state grant applications in accordance with state and local standards for student needs.
- Review federal and state legislation/regulations related to special education; identify and share the impact of changes on the school system.
- Monitor compliance with School Board Policies and Regulations.
- Maintain open lines of communication regarding special education with all interested parties; respond to concerns of parents; teachers, building and central office administrators, and community members.
- Monitor the Georgia Alternate Assessment (GAA) in collaboration with the Assessment Coordinator, as applicable to students with disabilities.
- Maintain accurate database and files of former and current students served in special education.
- Maintain a permanent inventory of equipment available to students with disabilities and all equipment and materials purchased by the special education department.
- Conduct ongoing needs assessments, collect and analyze data; use pertinent data to refine and improve SPED operational functions and services; evaluate special education program initiatives.
- Facilitate research regarding trends and best practices to support appropriate recommendations for student success through rigorous, innovative, and technological programming.
- Advise on the design, furnishings, and equipment for special education classrooms and facilities.
- Plan, implement and facilitate professional learning opportunities/in-services for school staff assigned the responsibility of delivering and overseeing the special education services/process in their buildings.
- Engage all new staff members in effective induction procedures and facilitate continued professional learning through ongoing training opportunities within the SPED.
- Plan and implement professional learning for SPED staff; involved staff in continuous improvement through self-evaluation and goal setting.
- Serve as the school system's liaison in all matters concerning special education.
- Maintain communication network of other special education directors within the CSRA and the state.
- Assist the Chief of Human Resources with screening special education applicants as needed.
- Assists in planning the transportation services for students with disabilities.
- Works with parent mentor and members of the community to plan and improve programs and services for students with disabilities.
- Ensures the confidentiality of student records as well as the on-site and off-site storage of these records in a fireproof area.
- Works closely with colleagues in Department of Student Learning to ensure that the educational programs for the disabled students are correlated with other educational programs.
- Monitors and assist as needed with IEP development and implementation.
- Serves as the LEA representative for assigned organizations and associations serving the disabled.
- Oversee and coordinates the FTE count for special education students.
- Assume and perform all other related work responsibilities assigned by the Assistant Superintendent.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: April 2015