

## WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

**TITLE: DIRECTOR OF SPECIAL EDUCATION**

**EMPLOYEE CLASSIFICATION:** Exempt, Certified

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in education from regionally accredited college or university
- Valid Arizona teacher certification
- Valid Arizona supervisor / administration certification
- Three years teaching and/or administrative experience
- Experience in competency-based education programming preferred
- Strong interpersonal and communication skills
- Experience in grant writing preferred
- Experience in designing/coordination/presenting professional development
- Familiarity with Individuals with Disabilities Education Act (I.D.E.A.), the No Child Left Behind Act, and state program requirements

**OVERVIEW OF JOB DESCRIPTION:** The director is responsible for the management and coordination of activities for the District's Special Education program. The director monitors the work of the special education staff to ensure compliance with federal and state guidelines. The Director is responsible for coordination and data analysis of state and district required testing. The director plans and presents training/staff development for district and school site certified/classified special education staff. The director serves as the district liaison to the Arizona Department of Education in the area of child find and special education services.

**PERFORMANCE RESPONSIBILITIES:**

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Administers district wide special education tasks to conform to district and state objectives and standards.
3. Researches various sources (e.g. current practices, instructional materials, methods, curriculum guidelines, etc.) for the purpose of developing new programs and/or master plans.
4. Coordinates the Special Education programs for the District,
5. Ensures timely compliance with IDEA and all other legal requirements.
6. Supervises and evaluate assigned special education personnel.
7. Coordinates the evaluation, placement, and review conferences for special needs students.
8. Confers with parents regarding special needs for their children.
9. Provides for appropriate training experiences for school staff.
10. Writes and administers grant and other proposals for special needs.
11. Remains current on all related legal issues.
12. Coordinates home instruction programs,
13. Arranges for all needed Special Education services.
14. Serves as liaison between the district and appropriate outside agencies.
15. Collaborates with district personnel to implement and maintain special education programs PreK-12.
16. Assist other district personnel in evaluating the quality of the district's special education programs in light of district priorities, program goals, projected student outcomes, performance objectives, and state standards.
17. Collaborate with district administrators to publish special services documents (e.g. support services guides, newsletters, parent information, etc.) to provide written support and/or convey information.
18. Facilitate communication and coordination among instructional special education staff (e.g. in-service, courses for special education teachers, curriculum related questions/concerns, curriculum documents, etc.) to meet curriculum objectives and ensure state mandates are achieved.
19. Coordinates program components and special education instructional needs with the purchase of textbooks/materials to support the district curriculum.
20. Develops and oversees program budgets to ensure the district's resources are effectively utilized.
21. Attends various meetings (e.g. Board, leadership, trainings, and various committees, etc.) to provide and/or receive information.
22. Serves as the district's representative on committees to provide leadership and continuity for all special education related activities as requested for state or federally funded programs to represent the district's needs /interests.
23. Coordinates, grant-related planning activities, including facilitating discussion groups and planning teams, developing surveys and needs assessments, and reviewing and reporting district data.
24. Researches and chooses best practices in education that meet grant guidelines, address district needs, and ensure grant-funded projects meet district goals.
25. Writes, edits, and packages grant proposals and project budgets that comply with district policies and procedures.
26. Coordinates implementation of new grants, including training program staff about state and federal regulations, coordinating program evaluations, and establishing grant management schedules for financial and program reports.

27. Establishes procedures for placements, evaluations, assignments, and reappraisal of students with regard to special education services.
28. Develops procedures for child find, intervention strategies, and evaluation for special education services.
29. Assists with the planning of transportation services for students in need of special support.
30. Monitors grant activities to ensure compliance with all state and federal laws, ensuring proper use of distribution of funds and timely submission of required reports.
31. Negotiates with state, federal and regional funding entities, including preparing budget revisions and represents the district at fund proposal and compliance meetings.
32. Provides grant-related training and technical assistance to district staff and teachers, including maintaining the grants and Special projects website.
33. Develops and coordinates the productions of program evaluation and data collection instruments.
34. Coordinates the overall operation of the district wide assessment program as it relates to students with disabilities. Organizes and provides logistical support for program evaluation and testing activities, including the publication of schedules and instructions, coordinating the distribution of required materials to schools, and the collection of completed instruments and tests.
35. Develops and prepares reports that assist in decisions made relative to the operation of the school district.
36. Develops data collection instruments and methodologies to be used in program evaluations that include monitoring questionnaire response rates, performing interviews, and conducting classroom observations.
37. Coordinates district wide surveys; prepares information for compliance reports; oversees execution of annual reports.
38. Supervises, conducts, and assists in the development of professional development programs for district special education staff.
39. Supervises program secretaries and ancillary staff.
40. Performs other job relevant duties as assigned.

**REPORTS TO:** Superintendent

**SUPERVISES:** All department personnel

**TERMS OF EMPLOYMENT:** Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**ADA ACCOMMODATIONS:** Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.