

JOB DESCRIPTION

TITLE: Director of Special Services

QUALIFICATIONS: Certification as required by South Dakota Department of Education or Administrative Certificate with Special Education background

REPORTS TO: Superintendent of the School District

SUPERVISES: Special Education and Title I Staff  
Staff members designated by the Superintendent

Performance Responsibilities

1. Responsible to the superintendent in matters pertaining to special education, Section 504 and Title I.
2. Administers federal and state special education laws, rules/regulations and policies of the school board.
3. Completes the required state and federal applications and reports for special education and Title I.
4. Provides leadership in the development, implementation and evaluation of effective programs for students in special education and Title I.
5. Participates in budget development for special education, Title I and Section 504, oversees expenditures of such funds during the fiscal year.
6. Makes personnel recommendations to the superintendent for positions in special education and Title I, including recruitment, selection, reemployment and termination.
7. Observes and evaluates the performance of district certified and classified personnel in special education and Title I.
8. Provides input and feedback to the director and/or designee of East Dakota Educational Cooperative (EDEC) regarding personnel and programs provided by EDEC to the district.
9. Attends and participates in all placement committee meetings/IEPs of students placed in out-of-district programs, preschool students, unless otherwise delegated, and in other meetings upon need and/or principal request.
10. Plans and conducts committee and staff meetings, as needed.
11. Works closely with building principals and other district administrators in matters pertaining to special education, Section 504 and Title I.
12. Supervises the maintenance of all required special education and Title I records;
13. Supervises and directs the district's early childhood screenings and other Child Find activities.
14. Attends and participates in administrative meetings called by the superintendent;
15. Prepares an annual five-year plan for the district's special education and Title I programs.

16. Membership and active participation in state and national associations (i.e. School Administrators of South Dakota, state and national Council of Administrators of Special Education).
17. Serves on state workgroups as initiated by the Department of Education, Special Education Programs.
18. Consults with the superintendent concerning important school issues for which there is no policy or precedent before making a decision or adopting a course of action.
19. Plans and supervises extended school year (ESY) services for eligible students.
20. Attends local, state and national workshops and conferences to keep current in field.
21. Coordinates and prepares for special education and Title I state compliance reviews.
22. Serves as district school improvement coordinator.
23. Performs other duties as assigned by the superintendent.

TERMS OF EMPLOYMENT: Contract. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Administrator Evaluation (AFB-EE).

(Adoption Date: February 28, 2005)  
(Review date: January 26, 2009)