

Job Title: Director of Special Education
Department: Special Education
Reports To: Assistant Superintendent, Secondary Education
FLSA Status: Exempt
Salary Schedule: AA lane 06



SUMMARY

The Director of Special Education plans, implements, directs, monitors, and maintains the WCSD Special Education programs and the provision of a Free Appropriate Public Education (FAPE) that includes reasonably calculating services for students with disabilities from age 3 until age 22. The Director serves as a resource to parents, school personnel, administrators, the Superintendent and the Board of Education; maintains appropriate special education staffing to ensure that program and service goals are achieved within budget; ensures compliance with all federal, state, and local laws, rules, and regulations; and advocates for students with disabilities for the purpose of ensuring student access to equal and appropriate educational opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Promotes and utilizes child find in all schools within the community as outlined for the purpose of providing optimum services to students with disabilities and for ensuring compliance with the Individuals with Disabilities Education Act (IDEA).

Administers all special education and Medicaid programs for the purpose of ensuring compliance with federal, state, and local laws, policies, and procedures for services to students with disabilities.

In cooperation with the WCSD Human Resources Department, directs special education personnel functions (e.g. recruitment, hiring, evaluation, etc.) for the purpose of maintaining adequate highly qualified staffing and ensuring that the educational and legal objectives of special education programs are accomplished.

Assists building administrators with evaluation and discipline of special education staff for the purpose of providing support and ensuring compliance with federal, state, and local policies regarding due process rights and services to special education students.

In cooperation with the WCSD Business Department, develops annual budget forecasts, manages and accounts for all special education and Medicaid budgets for the purpose of ensuring that funds and resources are utilized in compliance with federal, state, and local legal requirements.

Compiles data from and collaborates with a wide variety of internal and external groups (e.g. district leadership, auditors, community organizations, regulatory agencies, etc.) for the purpose of identifying and/or analyzing relevant issues, recommending and/or implementing action plans, ensuring compliance with policies and procedures, and monitoring program components.

Serves as District liaison to other agencies within the local area (e.g. Utah State Board of Education, Medicaid, etc.) for the purpose of maximizing and coordination services to students with disabilities.

Oversees the preparation of documentation (e.g. grants, contracts, requisitions, District/State/Federal reports, correspondence, etc.) for the purpose of providing written support and/or conveying information.

Develops an atmosphere of respect, interest, and enthusiasm within the Special Education Department for the purpose of maximizing services to students with disabilities.

Visits schools, attends meetings, and coordinates with principals and district staff regularly for the purposes of training personnel, resolving issues, coordinating services, and ensuring program alignment and consistency.

Presents information on a wide variety of Special Education topics for the purpose of conveying information, gaining feedback and/or directing WCSD special education services.

Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and programs.

Coordinates with and responds to USBE on matters of complaints, requests, and/or state directives.

Represents the WCSD on Due Process Hearings and other similar legal and quasi-legal matters.

Researches and implements a wide variety of topics related to special education law for the purpose of ensuring compliance with regulatory requirements and established guidelines; securing information for planning; and/or responding to requests.

Monitors and oversees district-wide and school site-based special education programs and projects (e.g. curriculum development, delivery alternatives, discipline, etc.) for the purpose of carrying out and achieving District objectives.

Participates as a member or facilitator in meetings, workshops, and seminars that frequently involve a range of issues (e.g. students with disabilities, due process hearings, goal attainment, problem resolution, personnel and staffing, and compliance, etc.) for the purpose of conveying and/or gathering information required to perform functions.

SUPERVISORY RESPONSIBILITIES

This position has district-wide supervisory responsibility over the Special Education Department personnel (e.g. Special Education Coordinators, speech therapists, school psychologists, occupational therapists, physical therapists, vision therapists, adapted technology specialists, etc.) for the purpose of carrying out objectives within areas of responsibility to meet the unique needs of students with disabilities. Effectively evaluates assigned personnel according the WCSD policy.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to understand and apply District, State, and Federal laws, rules, and regulations.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Master's degree in job-related field or equivalent, with a minimum of three years in educational administration or job related experience. Background experience in building level administration is beneficial, although not required.

CERTIFICATES, LICENSES, REGISTRATIONS

This position requires a Level 2 Utah Administrative/Supervisory (K-12) License and a Special Education License (or a related license area).

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

PHYSICAL DEMANDS *The physical demands described here 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 the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Executive Director, Human Resources			Date: 08/30/2000
Approved By: WCSD School Board			Date: 03/13/2001
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Executive Director, Human Resources	Date: 03/22/2019
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	