

TITLE: DIRECTOR OF SPECIAL SERVICES

QUALIFICATIONS:

- Valid administrator's certificate endorsed as a special education director
- A master's degree or higher, with training in special education, alternate assessment, state testing and assistive technology.
- At least five years experience in public education, part of which must have been in teaching or supervising in the field of special education
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

SUPERVISES: Special Education and Related Services Staff
Cassia County Day Treatment Staff
Preschool Center Staff

JOB GOALS: Supervise the processes, procedures and staff providing services to students with special needs throughout the district.
Coordinate efforts to improve student achievement for students with disabilities.
Oversee alternate assessment state testing, training and software management for the district.

PERFORMANCE RESPONSIBILITIES:

- Oversee services for approximately 500 students with disabilities eligible for special education and relevant budget in sixteen schools throughout the district.
- Ensure special education compliance with state and federal directives pertaining to the special education process and programs.
- Comply with Child Find laws and ensure that schools have a referral and evaluation process in place for identifying students eligible for special education.
- Ensure that testing and evaluation practices and materials for students with disabilities comply with state and federal requirements and non-discrimination laws.
- Oversee the proper placement of students with disabilities and make necessary recommendations to building administration to ensure students are placed in the Least Restriction Environment.
- Manage and implement Early Childhood Interagency Agreements, contractual agreements, out-of-school services, etc. pertaining to students with disabilities.
- Provide materials and resources for special education curriculum content, instructional methods and practices to improve student achievement for students with disabilities.
- Supervise and evaluate all related services personnel (psychologists, speech therapists, behavior specialists, technicians, etc.) not assigned to one school on a full-time basis.
- Work with principals to allocate special services staff at each site to meet student needs.
- Complete duties and requirements as Principal of the Cassia Day Treatment Program. Oversee criteria and placement of students into the program in addition to supervising and evaluating program staff.
- Complete duties and requirements as Principal of the Cassia County Preschool Program. Oversee screenings and eligibility for student services and supervise and evaluate program staff.
- Oversee and monitor state testing for alternately assessed students in the district and stay abreast of changes in state testing requirements.
- Act as a liaison between building staff and the state to keep proctors of alternately assessed students informed of testing and reporting requirements, timelines and laws.
- Prepare and provide ongoing professional development to special education teachers, related services staff and paraeducators.
- Analyze trend data, assist in strategic and long-range planning for district improvement, student achievement, and technology implementation.

- Provide assistance to the superintendent and school board in improving, developing, and implementing effective programs within the district.
- Provide assistance to the superintendent in selecting qualified personnel for programs.
- Supervises and oversees Medicaid billing for eligible students and stays abreast of the law regarding school-based Medicaid services.
- Manage and administer large budgets for multiple programs. Assist in determining flow-through and approval for funding to buildings.
- Prepare and disseminate state reports pertaining to special education.
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.
- Follow all Board-approved policies, safety rules, and regulations.
- Attend in-services and training sessions.
- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Performs all other duties as assigned consistent with the responsibilities of a teacher, the Idaho Code of Ethics, and the negotiated agreement.

PHYSICAL DEMANDS: The employee will be required to perform the duties necessary in a normal office environment. Employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; operate a keyboard and type, operate standard office equipment, lift or move objects that weigh up to 25 lbs. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve month year. Salary as determined by the Board of Trustees.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board’s policy on evaluation of administrative personnel.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee (s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee on the school district website: www.cassiaschools.org.

This position shall be considered exempt from overtime and minimum wage requirements of the Fair Labor Standards Act.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

EMPLOYEE ACKNOWLEDGEMENT: I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

Employee Signature

Date

April 8, 2016