

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Special Education Services

QUALIFICATIONS

- Master's Degree required with a major in an appropriate Exceptional Education field or Student Services field preferred.
- Certification in Administration/Supervision or Educational Leadership or three (3) years of successful administrative/supervisory experience.
- Three (3) years of successful supervising and/or teaching experience in Exceptional Student Education or Student Services.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of applicable laws, rules, policies, and procedures as they relate to Exceptional Student Education/Student Services.
- Knowledge of basic computer software and hardware.
- Knowledge of Student Database Systems.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Skill in problem solving.
- Skill in reading, interpreting, and applying information in technical manuals and other documents.
- Effective skills in oral and written communications.
- Ability to plan, organize and prioritize, analyze, interpret, and use data in decision-making.
- Ability to communicate and work cooperatively with others.
- Ability to interpret policy and law.
- Ability to provide leadership to assigned personnel and train others.
- Ability to coordinate and manage personnel, programs, curriculum and staff development.

SUPERVISION

REPORTS TO Executive Director of Exceptional Student Support Services
SUPERVISES Administrative, Instructional, Secretarial And Support Staff As Assigned

POSITION GOAL

To be responsible for all Special Education programs and activities within district including professional development, budget, legal and 504 issues.

PERFORMANCE RESPONSIBILITIES

1. * Provide leadership and coordination for all special education services within the district.
2. * Assist administrators with resolving issues regarding staff/ parents/ students in special education programs.
3. * Provide leadership with the development of program design, special materials, curriculum, and methods.
4. * Coordinate and prepare documentation needed to respond on behalf of the district for due process, state complaints, and/or Office of Civil Rights investigations.
5. * Coordinate and facilitate special education audits and implementation of corrective action plans needed to resolve deficiencies.
6. * Develop and promote parent education and support programs to foster increased levels of parental satisfaction with programs and services offered by the district.
7. * Plan and conduct meetings and chair/participate in ad hoc committees.
8. * Provide appropriate in-service to meet the specific needs of programs within the district.
9. * Assist administrators with recruitment and screening of Exceptional Student Education teachers/Support Services employees.

DIRECTOR, Special Education Services, Page 2

10. * Monitor quality of Individual Educational Plans (IEPs), Educational Plans (EPs), Service Plans, Transition Plans and Matrix of Services for all programs for the district.
11. * Provide consultation for staffing and placement of exceptional students.
12. * Coordinate the continual evaluation of the quality of special education programs and personnel.
13. * Write grants to generate funding for Exceptional Student Support Services.
14. * Coordinate the efforts of the Staffing Resource Specialists and Compliance Monitor for the district.
15. * Increase the availability of technology and assistive technology to special education classrooms.
16. * Provide F.T.E. projections, allocations and assistive technology for individual and school programs.
17. * Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
18. * Assist with progressive evaluations when requested by school administrator or Executive Director of ESSS.
19. * Maintain information for special education programs to meet local, state and federal audits.
20. * Develop and plan for department budget.
21. * Monitor district's performance to achieve satisfactory ratings on the Florida Department of Education's State Performance Plan for exceptional education programs.
22. * Develop continuum of exceptional education services and educational opportunities for students at school sites.
23. * Provide support to charter schools.
24. * Recruit and monitor new ESE employees.
25. * Prepare or oversee the preparation of all required reports and maintain appropriate records.
26. * Assist in implementing the District's goals and strategic commitments.
27. Perform other duties as assigned by the Executive Director of Exceptional Student Education Services

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-03-C \$83,036 - \$127,378
 District Salary Schedule
 Months 12
 Annual Days 258
 Weekly Hours 37.5
 Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
 Personnel Category 01
 EEO-5 Line 03
 Function Vary
 Job Code 1339
 Survey Code 63020

FLSA

Applicable
 Not applicable Previous Board Approval
 ADA Information Provided by Britt Smith
 Position Description Prepared by Britt Smith

BOARD APPROVED

April 27, 2010