



DIRECTOR OF SPECIAL SERVICES

Classification: Director Level III

Location: District Office

Reports to: Executive Director Special Services

FLSA Status: Exempt

Employee Group: Executive/Managerial

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary

Provides leadership, supervision, and direction to the District's special education program.

Part II: Supervision and Controls over the Work

Serves under the broad guidance and administrative supervision of the Executive Director Special Services. Is held responsible for results in terms of effectiveness of planning, policies, and programs, and for contribution to and achievement of district goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities

Program Administration: Assists the Executive Director Special Services in the special education program and delivery of services to include:

1. Participating in providing support for the District's special education services; establishes goals and objectives which are consistent with Superintendent and Board priorities and strategic plans. Consults with Assistant Superintendents and School Principals on special education delivery issues.
2. Integrating service delivery with other curriculum and instruction programs in cooperation with other District and School leaders; serving as an advocate for the interests of students with disabilities.
3. Assisting in the design and delivery of direct and related services by the special education staff in cooperation with school principals. Participate in ensuring the integration and articulation of services.
4. Providing guidance on regulations, policies and procedures related to programs and services.
5. Assisting in managing financial and human resources in the delivery to programs and services.

Program Leadership: Assists and supports the Executive Director Special Services in the following:

1. **Planning and Programming:** Participating in discussions on evolving demands and expectations and the impact those demands, and expectations will have on assigned programs. Uses forecasting tools and strategies to predict future needs. Developing strategies and programs that respond effectively to anticipated needs and the changing profession.
2. **Financial Management and Strategic Planning:** Administering programs within approved budget parameters including allocation of staff resources. Participating in maintaining and evaluating financial reports.
3. **Policy Formulation and Guidance:** Formulating policies necessary to implement program management goals and objectives and to assure effective operation of assigned programs. Establishing a system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees and managers and the organization.
4. **Labor Relations:** May participate in the collective bargaining process to include identifying and researching bargaining issues related to assigned functions. Assists in developing bargaining proposals and bargaining positions.
5. **Program Direction and Staff Supervision:** Assists in recruiting and assigning staff assuring that they possess and practice the values necessary to achieving the level of program delivery and customer service that is essential to a highly effective organization. Assessing, evaluating, and providing for training and professional development of subordinate staff. Creating communication, collaboration and coordination processes that assure all staff members are timely and effectively informed of department policies, issues, and guidance that their programs are expected to support.
6. **Program Evaluation, Analysis and Feedback:** Administering a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. Participating in conducting a comprehensive assessment review of programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Preparing structured presentations to the Superintendent to share the program evaluation results.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have successful experience in working with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Master's Degree or equivalent in assigned or closely related areas of study.
3. Minimum of five years of program management or leadership experience that provided a full range of knowledge in special education.
4. Strong analytical and problem-solving skills and understanding of client-centered support and services.



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5. Excellent oral, written, presentation, and interpersonal communication skills.
6. Ability to work both independently and cooperatively.
7. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
8. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.
9. Valid Program Administrator/Principal Certificate.

Part V: Desired Qualifications

1. Experience as a school principal and/or special education administrator.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment 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 frequently required to sit, talk, lift, carry, move about, hear, and speak.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.