

**JOB DESCRIPTION: DIRECTOR OF SPECIAL EDUCATION**

POSITION: Director of Special Education

SUPERVISOR: Superintendent

GENERAL JOB DESCRIPTION: The Director of Special Education shall assume responsibility for planning, development, coordination, and management of all special education programs, services, and personnel and shall ensure compliance with state and federal regulations governing the delivery of services to students with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Collaborates with other district administrators, school special education teachers, and paraprofessionals for the purpose of implementing and maintaining services and programs;
2. Directs personnel for the purpose of delivering services which conform to established state, federal, and school district guidelines;
3. Evaluates district and school special education programs and monitors the implementation of special education and compliance with regulations for the purpose of carrying out and achieving state, federal, and district objectives within area of responsibility;
4. Facilitates meetings and processes, for the purpose of implementing and maintaining special education programs and services of the district;
5. Prepares documentation and reports data to the South Dakota Department of Education for the purpose of providing support, conveying information, and complying with federal and state regulations;
6. Communicates information on programs, services, and regulations to school personnel, parents, the school board, and the Prairie Lakes Cooperative for the purpose of understanding of the programs;
7. Recruits, hires, supervises, and evaluates district-level special education staff including speech therapists, special education paraprofessionals, and school psychologist;
8. Serves as the district representative for IEP meetings;
9. Coordinates with outside agencies to provide services to students and staff for the purpose of offering appropriate services;
10. Supervises the training of special education staff and paraprofessionals for the purpose of assuring well-trained personnel;
11. Establishes procedures for assessment, referral, placement, evaluation, and re-evaluation of students with regards to the provision of special education services;
12. Assumes responsibility for child-find activities and other related federal programs;
13. Develops and initiates screening programs or continuous identification of children with disabilities;

