

**WILLIAMS VALLEY SCHOOL DISTRICT**  
**JOB DESCRIPTION – DIRECTOR OF SPECIAL EDUCATION**

Individuals employed as a Director of Special Education will perform the following duties and tasks. Responsibility for gifted programming coordination is also considered as part of the special education supervisory role. Additionally, the Director of Special Education works closely with the 504 Coordinator to ensure that student needs are being met in the school setting.

**1. Special Education Programming**

- 1.1 Establishes and facilitates procedures to process and provide services/support to eligible students in special education programs.
- 1.2 Develops and initiates screening programs for continuous identification of students referred for special education.
- 1.3 Coordinates with district office for any budgetary planning and requests pertaining to special education.
- 1.4 Develops required and needed programs for all students with disabilities through systematic planning efforts.
- 1.5 Monitors school district special education staffing caseloads, adjusts and assigns all special education professionals and support staff through the school district, and recommends special education staff expansion or reduction.
- 1.6 Monitors management of complete confidential files on all students referred for and/or receiving special services while implementing School Board policy regarding information control and student records assess.
- 1.7 Monitors the school district early intervention transition process.
- 1.8 Provides school district personnel with professional learning opportunities and updates to legal requirements relative to school district special education services and programs.
- 1.9 Recommends policies, programs and procedures essential to the needs of students with disabilities and in compliance with current special education laws.
- 1.10 Advises staff and administrators of legal requirements governing special education and other federal programs as may be assigned.
- 1.11 Develops, directs and administers training in the due process procedures as related to the identification and placement of students.

- 1.12 Consults with both general and special education staff regarding special education issues.
- 1.13 Stays current with knowledge regarding the special education issues, changes in laws and case law, and research based education practices for students with disabilities.
- 1.14 Interprets the objectives of special education services to the board, the administration, the staff, and the parents/community.
- 1.15 Supervises and completes evaluations for all special education staff, including related service providers.
- 1.16 Participates with building administration in the recruitment, selection, assignment, and evaluation of all special education personnel and recommends continued employment or non-renewal of all special education professional and support staff personnel.
- 1.17 Supervises all local, state, and federal reports, as may be required.
- 1.18 Supervises the Medicaid Claim process and the billing of Medicaid-eligible special education services provided by the district, for the purpose of gaining fiscal resources.
- 1.19 Supervises the development of Individual Education Plans (I.E.P.s)
- 1.20 Oversees the Extended School Year (ESY) program including the assignment of staff, the development of programming, etc.
- 1.21 Cooperates with public and private agencies, organizations and professional personnel and families in securing and providing services for students with disabilities and other conditions that may put students at the risk for failure.
- 1.22 Consistently involves parents in the educational planning process for their student.

## **2. Gifted Education Programming**

- 2.1 Establishes and facilitates procedures to process and provide services/support to eligible students in gifted education programs.
- 2.2 Develops and initiates screening programs for continuous identification of students referred for gifted education.
- 2.3 Coordinates with district office for any budgetary planning and requests pertaining to gifted education.
- 2.4 Assists with the identification and development of acceleration and/or enrichment

opportunities available to students through the gifted program.

- 2.5 Monitors school district gifted education staffing caseloads, adjusts and assigns gifted education professionals throughout the school district, and recommends gifted education staff expansion or reduction.
- 2.6 Monitors management of complete confidential files on all students referred for and/or receiving gifted education while implementing School Board policy regarding information control and student records assess.
- 2.7 Provides school district personnel with professional learning opportunities and updates to legal requirements relative to school district gifted education services and programs.
- 2.8 Recommends policies, programs and procedures essential to the needs of gifted students and in compliance with current gifted education laws.
- 2.9 Advises staff and administrators of legal requirements governing gifted education.
- 2.10 Develops, directs and administers training in the due process procedures as related to the identification and placement of gifted students.
- 2.11 Consults with both the gifted coordinator, general education staff, and fellow administrators regarding gifted education issues.
- 2.12 Stays current with knowledge regarding gifted education issues, changes in laws and case law, and research based education practices for gifted students.
- 2.13 Interprets the objectives of gifted education services to the board, the administration, the staff, and parents/community.
- 2.14 Participates with building administration in the recruitment, selection, assignment, and evaluation of all gifted education personnel and recommends continued employment or non-renewal of all gifted education personnel.
- 2.15 Supervises all local, state and federal reports, as may be required.
- 2.16 Supervises the development of Gifted Individual Education Plans (G.I.E.P.s)
- 2.17 Consistently involves parents in the educational planning process for their student.

**3. 504 Plan Assistance**

- 3.1 Consults with the 504 Plan Coordinator regarding the identification of students for accommodation plans in the school district.
- 3.2 Consults with the School Psychologist and 504 Plan Coordinator regarding the

identification of students who might be potentially eligible for an accommodation plan in the school district.

- 3.3 Assists with communicating with parents when questions arise concerning identification for accommodations through the development of a 504 plan or more specialized education planning through the development of an IEP.

#### **4. Administrative Team Relations**

- 4.1 Attends regular and special meetings with may be scheduled for the District Administrative Team.
- 4.2 Prepares topics to be presented for discussion or consideration by the administrative team.
- 4.3 Keeps notes of administrative team meetings for potential follow-up needs.
- 4.4 Follows up on team agenda items as indicated by need through department meetings and other appropriate actions.
- 4.5 Additional general administrative responsibilities may be assigned by the Superintendent or assumed by the Director of Special Education by mutual agreement.

***I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned.***

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Employee Signature

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Date

\_\_\_\_\_  
Printed Name

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Job Title