

TITLE: DIRECTOR OF SPECIAL EDUCATION

QUALIFICATIONS:

1. Minimum of a Master's degree in Special Education with certification or an endorsement in administration
2. At least three years' teaching experience in the field of Special Education
3. Experience as an administrator
4. Demonstrated effective skills in written and oral communication

REPORTS TO: Superintendent of Education

JOB GOAL: To develop, supervise and expand the Program for Exceptional Children in accordance with all local, state and federal regulations.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates with Principals, teachers and other administrators the total program for exceptional children in each school.
2. Correlates Special Education program with the total instructional program.
3. Assists in the adaptation of school policies to include Special Education program needs.
4. Recommends policies and programs essential to the needs of exceptional children.
5. Keeps informed of all legal requirements governing Special Education.
6. Provides leadership in establishing new Special Education programs and in developing improved understanding of existing programs.
7. Develops and initiates appropriate instruments for continuous identification of exceptional children.
8. Evaluates existing programs for Special Education and recommends changes and additions as needed.
9. Assists in recruitment, selection and recommendation for hiring of Special Education personnel.
10. Assumes responsibility for compiling, maintaining and filing all Special Education reports, records and other documents legally required or administratively useful.
11. Approves initial transportation of all children placed in Special Education classes, if transportation is recommended.
12. Develops budget recommendations and provides expenditure control in established budgets for Special Education.
13. Maintains a permanent inventory of equipment purchased for Special Education.
14. Consults with parents of students enrolled in the program as needed.
15. Assumes responsibility for own professional growth and development and for attending appropriate professional meetings.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Florence City Schools

Approved by Board of Education 3-11-14