

Job Description

BOARD OF EDUCATION DENVER

TITLE: DIRECTOR OF SPECIAL SERVICES

QUALIFICATIONS:

- 1. Masters Degree in special education or educational administration/leadership; demonstrated familiarity with special education law and regulations**
- 2. Minimum experience as determined by the board in the areas of (a) special education services and (b) supervision of staff**
- 3. Broad knowledge of state and federal special education laws, regulations, procedures and reporting requirements**
- 4. Demonstrated ability to effectively administer special education programs and to work with parents, community groups and agencies**
- 5. Strong leadership and communication skills**
- 6. Required criminal history check and proof of U.S. citizenship or resident alien status**

REPORTS TO: Superintendent

SUPERVISES: Child study team members, guidance counselors, substance abuse coordinator, certified and noncertified special education and health services personnel

JOB GOAL: To provide leadership and direction to enable special education pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning.

PERFORMANCE RESPONSIBILITIES:

- 1. Provides leadership in the development of the district's special education program; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements.**
- 2. Assumes responsibility for the recruitment, assignment, supervision and evaluation of all certified and noncertified special education staff.**

- 3. Keeps informed of all legal requirements governing special education, keeps staff informed of legal requirements and ensures that all requirements under administrative code, state/federal law and board policy are met.**
- 4. Recommends policies and programs essential to the needs of special education children.**
- 5. Establishes procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.**
- 6. Supervises and coordinates the activities of child study team members and ensures the placement of individual students with special needs in those educational situations best suited to their requirements.**
- 7. Supervises and coordinates home instruction for homebound or hospitalized special education pupils.**
- 8. Assumes responsibility for district compliance with regulations regarding school special education programs. Plans, develops and coordinates the district's system of special education services.**
- 9. Oversees the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services.**
- 10. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.**
- 11. Interprets the objectives of the district's special education program to parents, students, staff and the community.**
- 12. Cooperates with building principal to plan, coordinate and evaluate the special services program and to evaluate the performance of special education staff assigned to each school.**
- 13. Participates in the development and implementation of in-service and training programs.**
- 14. Prepares and administers the departmental budget.**
- 15. Attends child study team meetings and assumes responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with legal requirements of this process.**

16. **Develops and submits state and federal applications and reports for respective programs.**
17. **Coordinates the involvement of outside professionals and agencies with the functioning of the Child Study Team and special education services.**
18. **Supervises and evaluates all members of the district Child Study Team, auxiliary services personnel, special education teachers, and Basic Skills teachers.**
19. **Monitors implementation of IEPs.**
20. **Conducts meetings of Child Study Team Members, special education teachers, and others providing student services.**
21. **Administers Basic Skills Program.**
22. **Administers English Language Services or ESL Programs**
23. **Coordinates program with High School.**
24. **Supervises extended year programs.**
25. **Performs other related duties as may be assigned by the superintendent.**

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on evaluation of certified staff.

APPROVED: June 1, 2009