

### **Job Description - Director of Special Education**

Division: District  
Department: All school  
Immediate Supervisor: Superintendent  
Supervises: All district personnel who are employed to work in the following programs:

1. EMR/TMR;
  2. Title I;
  3. Title I-M;
  4. P.L. 94-142;
- And related programs.

General Duties: To utilize leadership, supervisory and administrative skills so as to promote the educational development of each student in the district, grades K-12, within the arena of special education services.

#### **Essential Requirements**

- A. A valid Oregon teaching license.
- B. A valid Oregon administrator's license.
- C. Prior job-related experience.

#### **Essential Responsibilities**

- A. Utilizes all the resources of the school system in developing the most effective special education programs possible.
- B. Implements and maintains Board policies and administrative regulations. Supervises all personnel of the district who are assigned to special education programs.
- C. Assists the superintendent in the recruiting, screening and hiring of the district's professional staff in special education programs.
- D. Prepares or supervises the preparation of reports, records, lists and all other paperwork required or appropriate to special education programs.
- E. Participates in administrator's meetings and such other meetings as are required or appropriate.
- F. Assists the superintendent in preparing the annual budget in respect to special education programs.
- G. Ensures that the budget with respect to special education programs is efficiently and realistically followed.
- H. Attends special events held to recognize special education student achievement.

- I. Conducts periodic special education staff meetings as appropriate to keep the staff members informed of policy changes, new programs, etc., and to be informed of staff concerns, and to provide for a general exchange of ideas.
- J. Keeps the superintendent and district principals informed of special education activities, problems and status.
- K. Keeps abreast of changes and developments in the special education arena by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- L. Provides input to the superintendent in relation to the formulation of district policy.
- M. Performs other duties as directed by the superintendent.

### **Evaluation**

Performance of this job will be evaluated in accordance with provisions of the superintendent.