

DIRECTOR OF SPECIAL SERVICES

TITLE: Director of Special Services **Location:** Administrative Center

SUPERVISOR: Superintendent

SUPERVISES: Nurse
 Social Workers
 Psychologists
 Speech/Language Therapists
 Educational Support Staff

JOB SUMMARY:

Under the direction of the Superintendent, the Director of Special Services plans and supervises sound educational program development for students with educational disabilities. Provides leadership and management, including fiscal planning and accountability, of the Special Education department in keeping with federal and state guidelines and Board policy and coordinates with school principals and program supervisors in carrying out the plans of the department.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Provide leadership, through the principals and other administrative and supervisory personnel, to all the districts special education programs and services
- Provide leadership in the integration of special education students into the total school program as well as improve existing programs and develop new programs of special education.
- Act as liaison person with outside agencies and private schools that serve Hazel Crest's handicapped students.
- Establish procedures for referral, examination, and placement of pupils eligible for services of the department of special education and organize case conferences following a diagnostic study and preside as needed.
- Budget and requisition equipment and supplies for the special education department through established district procedures.
- Complete and file state applications and reports concerning special education in cooperation with the Business Office and other administrative personnel as needed.
- Develop, in cooperation with other school personnel, administrative policies and procedures for special education.
- Keep informed as to provisions of the School Code and Rules and Regulations Governing Special Education of the Illinois State Board of Education.
- Assist the Superintendent in making recommendations to the Board in the formulation educational policies for the instruction of handicapped children and in the operation of the special education programs of the schools.

- Evaluate, with the assistance of special education staff, special education programs and institute needed improvements.
- Coordinate and supervise the preparation of official publications, appropriate releases of reports, and information and other communications as they relate to special educational programs and services.
- Cooperate with building principals in formulating recommendations to the Assistant Superintendent for Human Resources for employment of special education personnel.
- Arrange and conduct meetings of special education personnel as needed for purposes of communications with the staff concerning school issues, policies, and procedures as these apply to programs and services of special education.
- Perform all other duties necessary as may be assigned by the Superintendent.

ADDITIONAL RESPONSIBILITIES: None

PHYSICAL ACTIVITY:

Work requires very infrequent lifting, pulling or pushing during the normal performance of tasks and responsibilities. The work does require frequent walking and standing.

WORK ENVIRONMENT:

Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

QUALIFICATIONS:

EDUCATION

Master's Degree in Special Education or Clinical Services area (school psychology, speech/language therapist or school social worker).

EXPERIENCE

Minimum of five years of successful experience in teaching.

Minimum of five years of successful experience in administrative and supervisory fields.

Experience in curriculum development and in the alignment of K-8 special education curriculum with standards and assessment.

Experience and knowledge in relation to systemic improvement processes and quality criteria.

OTHER SKILLS AND ABILITIES:

An administrative leadership style based on effective human relations and a continuous improvement model.

Excellent communication, presentation, and listening skills.

Compassion and enthusiasm for effective team leadership to motivate high standards and continuous improvement.

Demonstrated knowledge of district, local, state and federal laws, rules and regulations governing the education of special needs students.

Demonstrated knowledge of best practices in curriculum and instruction in special education.

LICENSES/CREDENTIAL: Valid Illinois Type 75 Credential or license authorizing services as a Director of Special Education. A Type 10 license in a minimum of three areas of special education and supervisory endorsement for special education

TERMS OF EMPLOYMENT: Salary is based upon market comparisons as determined by the Superintendent. Twelve-month work year

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.