



URBAN PATHWAYS K-5 COLLEGE CHARTER SCHOOL

JOB DESCRIPTION

TITLE:	Special Education Director
REPORTS TO:	CEO
DEPARTMENT:	Non-Teaching Staff
FLSA STATUS:	Exempt

JOB GOAL: This position is responsible for planning, administering, and directing the division's special education programs. Position formulates and interprets policies and procedures; ensures compliance with state and federal regulations; administers a budget; and supervises departmental personnel.

DUTIES AND RESPONSIBILITIES

- Plans, administers, and directs the division's special education programs.
- Develops and administers the division's annual plan for special education.
- Formulates proposals for the development and revision of policies pertaining to special education programs.
- Establishes and monitors procedures for the screening, placement, evaluation, assignment, and reappraisal of students with regard to the special education program.
- Coordinates the development, implementation, and revision of the curriculum for special needs students with curriculum supervisors.
- Ensures compliance with state and federal regulations governing special education programs and services.
- Interprets special education programs to the School Board, staff, and the public.
- Assists school principal with planning and implementing effective school-based special education programs
- Conferences with parents/guardians of students enrolled in special education programs and resolves concerns.
- Evaluates special education programs to ensure that objectives for student education are met.
- Provides expenditure control for requisitioning and ordering equipment and materials for the special education program.
- Assesses and identifies special education program needs and provides recommendations regarding future special education equipment, program, and personnel requirements.
- Works with Administration in coordinating and overseeing the Extended School Year (ESY) Program and summer school.
- Assists the human resources department with interviewing and recommending qualified candidates for special education professional staff positions.
- Supervises, evaluates, and directs the work of special education department
- Supervises the development of in-service programs for special education personnel.
- Directs the preparation of reports as required by federal, state, and local regulatory agencies.



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- Communicates with the transportation department to arrange for transportation of special education students.
- Facilitates interagency planning between the school division and external service providers such as residential care facilities and day treatment facilities.
- Ensures accurate record keeping of students receiving special services or enrolled in special classes.
- Provides systematic academic intervention and enrichment supports for students resulting in high quality standards based instruction.
- Facilitates a collaborative approach to support student success through programs and services involving family and community engagement.
- Systematically designs a set of components including a counseling curriculum, responsive services, and systems supports for students.
- Assists in the development and implementation of educational compliance in regards to federal and state regulations.
- Models nondiscriminatory practices in all activities.
- Perform other job-related duties as assigned.

QUALIFICATIONS:

- Must possess a Supervisory Certificate in Special Education
- Must possess extensive experience in the field of special education to include classroom experience and supervisory/administrative experience.
- Must possess budget planning experience.
- Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of a special education program.
- Must possess a demonstrated knowledge of state and federal regulations governing special education programs to include Section 504 and IDEA.
- Must possess the ability to plan, organize, and direct a comprehensive special education program.
- Must possess excellent leadership, supervisory, interpersonal, and communication skills.
- Must possess the ability to establish and maintain effective working relationships with parents/guardians, the community, and administrative staff.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Incumbent must stand and walk for prolonged periods of time.
- Incumbent must sit for extended periods of time.
- Incumbent may occasionally be required to lift, carry, push, and pull up to 25 pounds.



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- Incumbent must have the ability to kneel, crouch, bend and reach to retrieve and handle materials, supplies and equipment.
- Incumbent must be able to read, see, hear, and speak English, as well as the ability to speak clearly and distinctly when communicating.

SUCCESS FACTORS/JOB COMPETENCIES:

- Written and Verbal Communication
- Coaching/Teaching
- Judgement/Independent Decision Making
- Collaboration/Team Player
- Creativity
- Organization
- Patience
- Adaptability

WORK DAYS AND SHIFTS:

- Monday – Friday, daylight hours during school year and other scheduled work days.

ACKNOWLEDGEMENT:

In signing this Job Description, I am acknowledging that I have received a copy, read, and understand this explanation and job description. I further understand that a signed copy will be placed in my personnel file.

Employee Signature _____ Date _____

Print Name _____

Manager Signature _____ Date _____

Print Name _____