



# Special Education Director

## **Job Description and Qualifications**

In compliance with Board Policies and Administrative Guidelines

**Position:** Director of Special Education  
**Building:** District-Wide  
**Funding Source:** Special Education

### **Summary:**

The Special Education Director oversees all facets of the special education department, including programs, services, personnel and budget. They are responsible for providing support to staff in buildings to include principals, general and special education teachers, and ancillary staff. They also manage the budget and verify services mandated by IEPs. Special education directors work with families and agencies to support special education students.

### **Qualifications:**

1. Master's degree or higher in special education or related field.
2. State of Michigan certification as a special education director or supervisor.
3. Minimum of three years teaching experience; including two years in a special education classroom.

### **Performance Responsibilities:**

1. Build and promote effective communication among students with special needs, parents and staff.
2. Assist in the adaptation of school policies to include special education needs.
3. Keep informed of all legal requirements governing special education and provide training to keep all staff in compliance with all legal requirements.
4. Provide leadership in establishing new programs and developing improved understanding of existing programs.
5. Evaluate existing programs as an ongoing responsibility, and recommend changes and additions, as needed.
6. Participate in educational consultation among students, parents and staff members.
7. Provide curriculum assistance and guidance in evaluation of instructional techniques to assist teaching staff in regards to the needs of individual students.
8. Develop IEP procedures and coordinate the interpretation of students' goals to parents.
9. Attend IEP meetings to consider student placement, as required.
10. Prepare and/or coordinate professional development to build the capacity of the instructional team.
11. Develop and manage a more effective and clear process for staff to recommend students for evaluation.

### **Leadership**

1. Model innovative instructional methods and procedures, based on research and best practices, that adapt effectively to unusual situations.
2. Organize resources effectively to support learning activities in the classroom, the school, and the community.
3. Work cooperatively with parents to generate parents' confidence in the academy, teachers and instructional programs.
4. Demonstrate genuine concern for students in a climate characterized by high personal and student expectations.

5. Display qualities and actions that reflect favorably upon the individual and the System.
6. Promote a school culture based on the principles of collaboration, communication and teamwork that respect individual children and families.
7. Participate in the development of policies and regulations that affect instruction and conditions for success.
8. Provide leadership and expertise as a member of the District Acceleration Network (DAN Team) and Building Acceleration Networks (BAN Teams), including but not limited to compilation and analysis of needs assessment data and use of the data to set goals, develop plans, and monitor progress toward goals throughout the school improvement process.
9. Identify, lead, and/or participate in professional development opportunities, highlighting a growth mindset and focused on building capacity, to support a highly effective system.
10. Use technology effectively for instruction, record keeping and other administrative tasks, and communications.
11. Share responsibility for professional, cooperative staff relations and for out-of-class activities important to operation of school.
12. Share responsibility for marketing the Academy in the community.
13. Display pride in being a member of the Academy Leadership Team.
14. Be familiar with and support school administration in the effective implementation of the school's Emergency Response Plan.
15. Adhere to all procedures and policies as outlined in the Employee Manual.

**Provide Building Wide Support for a Safe School Environment**

- Work cooperatively with the building administrator, instructional staff, building staff, students, and parents.
- Assist the staff in creating a physically safe environment.

Perform all other duties as assigned by the Superintendent and/or designee.

**Evaluation:**

This classification is evaluated according to State mandated evaluation requirements and Board policy.

**Disclaimer:** This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. It is not intended to limit, or in any way to modify, the right of any supervisor to assign, direct or reassign duties and responsibilities to this job at any time. The use of a particular illustration shall not be used to exclude non-listed duties of similar kind.