

**Job Title:** Special Education Director/Coordinator

**Qualifications:** A Special Education Director/Coordinator must have 5 years continued service in education, experience in budgeting, experience in hiring practices, in-depth knowledge of Special Education and Special Education legal issues, and meet one of the following minimal standards:

1. Hold Special Education certification at the Class A or Class AA level.
2. Hold Supervisor of Special Education certification at the Class A or Class AA level.
3. Hold General Supervisor of Instruction certification at the Class A or Class AA level.
4. Hold School Pschometry certification at the Class A or Class AA level.
5. Hold School Counselor certification at the Class A or Class AA level and a license from the Alabama Board of Examiners in Counseling.
6. Hold School Psychology certification at the Class A or Class AA level and a license from the Alabama State Board of Examiners in Psychology.
7. Hold Superintendent/Principal certification at the Class A or Class AA level.
8. Such alternative or additional qualifications as the Board may find appropriate and acceptable.

**Job Goal:** To provide appropriate educational programs for Special Education students in the least restrictive environment.

**Reports to:** Superintendent

**Supervises:** Special Education Supervisors, Special Education Teachers, Teacher Assistants, Bus Drivers, Bus Assistants, and other staff members designated by the Superintendent of Education and/or Board of Education.

**Performance Responsibilities:**

1. Contribute to the development of the total school philosophy of education.
2. Assist in the adoption of school policies to include Special Education needs.
3. Recommend policies and programs essential to the needs of exceptional children.
4. Keep informed of all legal requirements governing Special Education.
5. Provide leadership in evaluating and establishing new programs and developing improved understanding of existing programs.

## **Special Education Director/Coordinator (cont'd)**

6. Provide leadership in curriculum planning, revision, and organization.
7. In cooperation with other Special Education personnel, provide and/or develop curriculum guides and other materials which provide direction in the instruction of Special Education.
8. Establish procedures for placement, evaluation, assignment, and re-appraisal of students with regard to the Special Education services program.
9. Develop procedures for referral, securing medical reports, psychological examination and placement.
10. Supervise and coordinate home instruction for homebound or hospitalized students.
11. Participate in the recruitment, selection, assignment, reassignment, and evaluation of instructional and clerical staff members assigned to the Special Education department.
12. Coordinate the scheduling of staff time for personnel assigned to Special Education program.
13. Provide information to staff regarding department practices and procedures.
14. Assume responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful.
15. Develop and maintains complete and cumulative individual records of all children receiving special services or enrolled in special classes.
16. Arrange for transportation of all children placed in special classes.
17. Develop budget recommendations and provides expenditure control on established budgets for Special Education.
18. Keep informed of the state of financial aid for Special Education.
19. Assume responsibility for maintaining equipment and for the acquisition of supplies and equipment purchased with funds controlled directly by the Special Education Director/Coordinator.
20. Maintain permanent inventory of equipment purchased for Special Education.

## **Special Education Director/Coordinator (cont'd)**

21. Establish procedures for requisitioning, ordering, and paying for Special Education equipment and supplies.
22. Approve all supplies, materials, and texts used by Special Education personnel.
23. Assist with and make recommendations on design, furnishings, equipment and location of new special equipment facilities.
24. Consult with parents of students enrolled in the program-attend IEP meeting.
25. Evaluate on an ongoing basis, the total Special Education program, curriculum, Procedures, and individual students' needs and achievements.
26. Assume the responsibility for his/her own professional growth and development; for keeping current with the literature, new research findings, and improved techniques.
27. Attend appropriate professional meetings, workshops, and conventions.
28. Provide for and encourage Special Education personnel to participate in clinics, workshops, and state/regional conferences.
29. Provide liaison regarding program activities with various related local and state agencies.
30. Be regular and punctual in attendance.
31. Maintain confidentiality of any school system related information.
32. Maintain proper and professional relationship with other employees.
33. Perform duties in a manner that promotes good public relations.
34. Be familiar with and follow Board of Education policies.
35. Perform other reasonable related duties as needed.

**Terms of Employment:** Twelve month year. Salary to be determined by the Board of Education.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.