

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Director of Special Education

FLSA Status: EXEMPT

Classification: Certified

Terms of Employment: 8 hours per day, 12 months

JOB GOAL: Provides oversight for all NCSD Special Education Programs, 504 Programs, and all Special Education Support Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCSD policies and administrative regulations.

1. Provides leadership, supervision, and direction to staff assigned to support the special education programs.
2. Assists administrators, teachers, and support staff in the implementation of federal, state, and local mandates in special education.
3. Ensures access to equitable service delivery at all locations, and to the receipt of all services required, pursuant to the Individual Education Program (IEP).
4. Serves as special education specialist on designated IEP committees to advise in such areas as legal issues, program development, and procedural safeguards.
5. Collaborates with administrators and/or designees to accomplish NCSD Board of Trustees and Special Education Support Services goals.
6. Plans, organizes, implements, and evaluates district-wide special education program development.
7. Oversees the provision of prevention and interaction services to allow students with disabilities to become successful in general education.
8. Provides leadership in determining best practice instructional models for students with disabilities.
9. Designs and implements effective special education service delivery models.
10. Collects data to support progress based on benchmarks for student success, and evaluates program delivery models.
11. Plans and implements continuing professional development/in-service opportunities for teachers, parents, support staff, and administrators.
12. Provides leadership to attain, interpret, and report special education data for state and federal reports.
13. Prepares and administers a budget to address student needs in cooperation with the Chief Operating Officer.
14. Administers the allocation of special education support services equipment and resources.
15. Administers program, and serves as district contact for Section 504 of the Rehabilitation Act of 1973.
16. Works cooperatively with administrators, supervisors, principals, and other staff regarding compliance issues, and provides necessary support to remedy non-compliance issues.
17. Serves in a problem-solving capacity to school personnel and parents.
18. Supervises/evaluates all district School Psychologists, Speech/Language Pathologists/Therapists, Occupational and Physical Therapists, District Registered Nurse, Special Education Coordinator, and Executive Secretary for Special Education.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of specific laws, regulations, and practices pertaining to the education and accommodation of students with disabilities, to include Individuals with Disabilities Education Act (IDEA), and Section 504 of the Rehabilitation Act of 1973.
2. Knowledge of and sensitivity to the needs of cultural and ethnic groups and individuals with disabilities.
3. Possess thorough working knowledge of behavior management plan development.
4. Possess high level skills in effective planning, organizing, and coordinating activities.
5. Ability to maintain security of confidential information.
6. Ability to communicate effectively both orally and in writing.
7. Ability to work cooperatively with parents, schools, community and district office personnel.
8. Ability to work with parents and advocates to ensure appropriate service delivery for students with disabilities.

9. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
10. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
11. Recognizes and reports hazards, conforms to safety standards as prescribed.
12. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
13. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Master's degree from an accredited college or university in Administration, Special Education preferred
2. Successful administrative experience preferred
3. Minimum of five (5) years certified experience in a school system, to include at least three (3) years of special education classroom teaching

Licenses and Certifications:

1. Valid Nevada Department of Education Administrative and Teaching license with endorsement(s) related to administrative assignment
2. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Occasionally required to lift or carry equipment up to 50 lbs.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

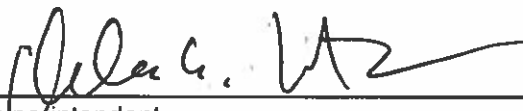
Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

4/25/17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____