



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Director of Special Education, Gifted
and Testing Services

Board Approved: <date> 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Educator License issued by the Mississippi Department of Education in administration
2. Five years successful administrative and/or supervisory experience preferred
3. Skilled in the areas of special services, gifted and testing
4. Ability to apply complex rules and regulations to current school practices
5. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

Special Services, Gifted, Testing Staff and other staff as assigned by the superintendent

REPORTS TO

Superintendent

JOB GOAL

To direct, administer, and supervise the Special Education, Gifted and Testing Programs; provide leadership to ensure that district programs keep abreast of educational progress throughout the state and nation; provide leadership in all areas of special services, gifted and testing to ensure compliance with local state and federal regulations

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Conduct a needs assessment and compile other data on program needs for planning purposes
2. Organize and schedule staff and respective committees to address specific planning activities
3. Involve the lay public, teachers, classified staff, students, and school and district administrators as appropriate in planning activities
4. Prepare and disseminate written plans
5. Continuously updates program plans
6. Organize the Special Education Program to serve identified students
7. Assign staff and orients staff members to their assignments
8. Initiate problem-solving techniques to address specific program problems and needs
9. Prepare and administer budgets for the Special Education Program
10. Provide training for program personnel
11. Prepare and approve forms, reports, memorandums, and other operational correspondence
12. Ensure that programs fulfill the district mission statement
13. Supervise professional and clerical personnel assigned to Special Education
14. Supervise specific activities in Special Education
15. Assist principals in supervising Special Education teachers assigned to individual schools
16. Assist program personnel to effectively address specific tasks and responsibilities through counseling, modeling or illustrating, and directing
17. Assist in the development of district policies, procedures, and goals
18. Perform other duties as assigned

COMMUNICATION

1. Relate to parents and other community members, individual and corporate, in a positive and helpful fashion
2. Write, speak, and present in a clear, concise, and well planned manner

PROFESSIONAL DEVELOPMENT

1. Participate in self-initiated and school/district-initiated professional growth in order to maintain licensure and support school improvement efforts
2. Keep informed of developments within curriculum and instruction, professional development, and federal programs
3. Reflect on curriculum, professional development and federal programs and devise methods of program improvement

POLICIES AND PROCEDURES

1. Adhere to policies and procedures established by district, state and federal guidelines
2. Submit required reports efficiently, promptly, and accurately

TERMS OF EMPLOYMENT

235 days annually with salary in accordance with the salary schedule as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.