

Sunflower County Consolidated School District

Miskia Davis, Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Exceptional Education Director

QUALIFICATIONS:

- Valid teacher certification in Special Education.
- AA Administrative Certificate with 489 endorsements.
- At least five years' experience in public education, part of which must have been in teaching or supervising in the field of special education.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Exceptional Education district and building level staff

JOB GOAL: To implement and maintain birth to age 21 Special Education programs and services in conformance to District, State and Federal policies and procedures; providing written support and/or conveying information; serving as a resource to patrons, school personnel and the Board; and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget.

PERFORMANCE RESPONSIBILITIES:

- Develop, organize, and direct special education programs
- Develop and maintain continuous multifactor evaluation procedures for each student in the special education program
- Ensure that all students are evaluated within specified timelines
- Supervise personnel providing services to all Special Education students to insure effective operation of the special education program
- Serve as liaison with the school staff and the community regarding special education
- Conduct Child Find in an effort to identify and evaluate handicapped children who are not being served
- Conduct a publicity campaign at least twice between the time of March 1st and February 28th to inform the public of the kinds of programs for handicapped students
- Provide evaluation input for diagnostic prescriptive planning
- Provide consultation to the entire staff and others concerning the IEPs of students in special education programs
- Train district personnel in confidentiality procedures and releases the district's confidentiality letter once during the year
- Protect the confidentiality of special education data stored in the central office

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- Provide written prior notice to the parents of handicapped students
- Complete all local, state, and federal forms concerning the handicapped
- Provide adequate and appropriate instructional materials to special education teachers to facilitate individual instruction for special education students
- Disseminate state policies and procedures for all staff
- Provide a process for determination of the needs for in-service training for the special education staff
- Plan and conducts in-service education programs regarding special education for all teachers, administrators, other staff, and parents
- Attend in-service meetings sponsored by the SDE
- Attend professional meetings and conventions to inform staff of new developments in the education of the handicapped
- Serve as a technical advisor to the superintendent and principals to insure compliance with the Mississippi Department of Education, Office of Special Education and State Board Policy 7219.
- Assist principals with program development, instructional equipment and materials purchases when deemed necessary
- Advise the superintendent as to the necessity of appointing certain local committees as required by the regulations of the State Department of Education
- Supervise home instruction for homebound students
- Assume responsibilities concerning the referral-to-placement process
- Perform such other duties concerning the special education program as may be assigned by the superintendent

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)