

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION
DIRECTOR OF SPECIAL EDUCATION

REPORTS TO: Principal

QUALIFICATIONS:

Must be licensed as a Special Education Administrator

RESPONSIBILITIES:

Programmatic:

- 1) Develop a viable inclusion model and continuum of programs and services, as appropriate.
- 2) Collaborate with the Principal in providing FAPE, LRE, specialized instruction, services for students with disabilities, UDL, differentiated instruction and culturally competent practice for all students.
- 3) Remain current on research, trends and best practices that support rigorous, innovative, and technological programming to support student success.
- 4) Collaborate with Associate Principals regarding discipline procedures of special education students, including suspensions and conduct Manifestation Determinations, when necessary.
- 5) Analyze student assessment data in order to formulate and implement a coordinated, cohesive **professional development** yearly plan for special education teachers related service staff and paraprofessionals.
- 6) Plan and facilitate staff meetings that lead to a collaborative culture and professional learning community; delegate those parts of the agenda related to compliance to the Special Education Coordinator.
- 7) Work with curriculum directors, special educators and classroom teachers to develop collaborative, inclusive classrooms ensuring that the needs of all students are being met in the general education classroom.
- 8) Evaluate special education programs and services annually to assess and identify program and student needs and make recommendations regarding special education resources, programs and personnel to ensure improved outcomes for students.
- 9) Work with the Curriculum Directors to ensure that special education students are provided with appropriate assessment accommodations on District Determined Measures, state,

district-wide, common, formative and summative assessments.

- 10) Implement child find activities and coordination of all special education referrals.
- 11) Assist with ordering and management of inventory of necessary equipment, evaluation instruments and instructional materials.
- 12) Share management of difficult cases with the Coordinator.
- 13) Facilitate and/or participate in all matters of dispute resolution pertaining to students with disabilities; manage mediation and due process procedures.
- 14) Work with LEA personnel from all sending districts for special education students attending and transitioning to the district.

Administrative Responsibilities

- 1) Facilitate and monitor compliance with state and federal mandates, as well as local policies and procedures.
- 2) Sign all IEPs.
- 3) Function in the capacity of Local Education Agency (LEA) representative in a manner that assures fiscal responsibility and provision of FAPE in the least restrictive environment.
- 4) Oversee the transition process and collaborate with outside agencies.
- 5) Establish and facilitate Special Education Parent Advisory Council.
- 6) Submit and administer all special education grants as required by federal, state, and local regulatory agencies.
- 7) Schedule special education teachers and paraprofessionals; schedule courses and services for special education students in conjunction with the coordinator.
- 8) Develop and monitor all aspects of the annual budgets for special education and coordinate budget requests relative to instructional programs; submit proposed budget to Pupil Personnel Director.
- 9) Communicate with the transportation department to arrange training for transportation providers and arrange specialized transportation when needed.
- 10) Assist with the administration of the Medicaid claiming process in collaboration with the Pupil Personnel Director.

- 11) Prepare reports and information for the school committee if requested.

Personnel Responsibilities

- 1) Assist with the district supervision and evaluation model, including evaluating faculty and staff as assigned by the Principal.
- 2) Supervise the Special Education Coordinator/Team Chair.
- 3) Supervise all special education teachers, paraprofessionals, and related service providers and provide support as needed in such areas as research-based instructional and social-emotional-behavioral strategies and practices to improve outcomes for students.
- 4) Oversee the development of educator evaluation goals and individual professional development plans for special education staff members.
- 5) Assist Director of Human Resources with the recruitment, hiring and retention of new special education staff.
- 6) Develop and provide a mentoring and induction program for new special education personnel that addresses special education responsibilities and best practices for new staff.

Accept additional responsibilities not inconsistent with the position when requested by the Principal or Administrator of Pupil Personnel Services.

TERMS AND CONDITIONS OF EMPLOYMENT:

1. The nature of this position may require time beyond the regular workday, and it is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
2. Salary, workdays and fringe benefits are established by the Superintendent-Director, in accordance with the policies established by the School Committee.