

SPECIAL EDUCATION DIRECTOR

JOB SUMMARY

To organize, manage, lead and monitor the Lebanon Special School District Special Education Program

QUALIFICATIONS

- Master's degree
- Three-five years administrative experience (preferred)
- Valid teaching license with special education endorsement
- Valid professional license with appropriate administrator/supervisor endorsement
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Director of Schools
- Organize and lead the Special Education Department initiatives
- Coordinate, supervise and evaluate the Special Education Program including certificated and non-certificated Special Education personnel, resources/materials/equipment, and students' Individual Education Plans
- Ensure compliance under all state and federal mandates including but not limited to IDEA and NCLB
- Interview and hire certificated and non-certificated Special Education employees and assign employees within the program as needs dictate
- Assist the principal with employee evaluations as requested or as appropriate
- Collaborate and coordinate with system-wide administrators, supervisors, principals and specialists in the implementation of quality instructional programming
- Directly supervise Special Education Specialists
- Assist with the system-wide regular education pre-referral and intervention process (via the Response to Intervention approach utilized through the Lebanon Special School District Professional Intervention Team (PIT) Process)
- Assist with the Tennessee Comprehensive System-wide Planning Process and with individual School Improvement Planning
- Serve as a liaison between the regular and special education programs by attending and participating in appropriate meetings, committees, and initiatives
- Confer with personnel responsible for school/system accountability programs and ensure proper implementation of IDEA and NCLB requirements
- Plan, facilitate, and implement staff development and professional growth experience for Special Education teachers, principals, administrative staff and parents consistent with teacher and program evaluation outcomes
- Confer with and assist teachers on a one-to-one basis as well as small groups in organizational, compliance, instructional and management techniques
- Oversee the Special Education budgetary and operational components of the Special Education Program
- Supervise the Special Education Program's effectiveness on a regular basis
- Develop administrative procedures and prepare state and federal reports per compliance mandates
- Serve as a representative and advisor to community and/or system organizations as appropriate
- Perform other duties as assigned by the Director of Schools