

Director of Special Education/Nurses

QUALIFICATIONS:

1. A Master's Degree in Special Education from an accredited college or university.
2. A valid WV Professional Administrative Certificate required.
3. Endorsement(s) in Special Education required.
4. A minimum of 5 years of teaching experience in Special Education preferred.
5. A minimum of 3 years of school administration experience preferred.
6. Knowledge of Individuals with Disabilities Act (IDEA), Section 504 and Americans with Disabilities Act preferred.
7. Such alternatives or additional qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

COORDINATES: All Special Education Programs and Services, Section 504 and Nursing Services.

JOB GOAL: To provide leadership and guidance to assure the district establishes and maintains special education programs and related services needed to provide a Free and Appropriate Public Education (FAPE) for eligible exceptional students as described in IDEA and WV Policy 2419 as well as to assure compliance with Section 504 and the Americans with Disabilities Act (ADA).

1. MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides administrative and programmatic leadership to assure the district fulfills the federal and state mandates associated with IDEA, Section 504 and the Americans' with Disabilities Act.
2. Assures the district has written policies and procedures to implement Policy 2419 and to provide a free and appropriate public education for eligible exceptional students and monitor compliance with these policies.
3. Oversees child-find activities to assure students with special needs are identified.
4. Responsibility for implementation of the WV District Self-Assessment Audit, conducts appropriate needs assessment, writes required corrective action plans and maintains supporting documentation.
5. Oversees the evaluation of students suspected of having disabilities or of being gifted in accordance with WV Policy 2419.
6. Oversees activities associated with determining eligibility for special education services and the development of Individual Student IEP's.
7. Assures schools are appropriately staffed with professionals and service personnel to meet the needs of all students identified as having an exceptionality.

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8. Assures that all students required related services are provided either by employees or by contracted services.
9. Oversees a system that collects, maintains and discloses personally identifiable student data in accordance with state and federal confidentiality requirements.
10. Conducts ongoing program evaluation to evaluate and improve the effectiveness of services provided to eligible exceptional students.
11. Monitors the compliance with the regulations (Policy 2419) of agencies, organizations or individuals who provide contractual and/or related services.
12. Informs other agencies, organizations or individuals of the state and federal requirements pertaining to the education of exceptional students.
13. Provides training and on-going guidance to district staff regarding their responsibilities for serving students with disabilities under IDEA and Section 504.
14. Plans and conducts pertinent professional development for county staff on issues related to the instruction of students with disabilities.
15. Responds to complaints within the stipulated time lines made through the citizen's complaint process, WV Department of Education, Office of Special Education and US Office of Civil Rights and oversees any corrective actions.
16. Oversees the operations of the Parent/Educator Resource staff.
17. Recommends, develops, administers and evaluates the operating budgets for the Special Education Department and the county special education program, inclusive of all funding and sources.
18. Oversees the implementation of Medicaid billing and supporting documentation,
19. Assures that required local, state and federal data requirements, reports, plans for all special education programs are met in accordance with established timelines and are accurately prepared.
20. Conducts an annual needs assessment, conducts data analysis of students with exceptionalities and uses the results to write an annual project application for the provisions of special education services.
21. Evaluates district special education staffing and makes recommendations for transfers and/or reduction-in-force according to required timelines.
22. Keeps abreast of current legislation and scientifically based research that is relevant to special education programs.
23. Collaborates with the county Director of Transportation to assure specially designed transportation is available for students requiring this service.
24. Ensures that due process and confidentiality policies are afforded all students and their parents in the special education delivery process.
25. Serves as a resource person for new special education teachers.
26. Oversees Extended School year services for students that require this service.
27. Ensures that developmental screening occurs as prescribed in policy and WV Code.
28. Assists in staff development, faculty senate meetings and principal 's meetings.

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29. Serves as a team member with other department heads to support the major curriculum and instructional initiatives of the school system.
30. Maintains professional work habits.
31. Maintains and upgrade professional skills.
32. Conducts evaluations of Special Education professional and service personnel with the Special Education Office.
33. Performs other duties assigned by the Superintendent or Assistant Superintendent.

11. MAINTAINS PROFESSIONAL WORK HABITS:

1. Attends all Board Meetings
2. Observes office hours.
3. Visits county schools/classrooms to supervise programs as needed and/or as directed.
4. Maintains confidentiality.

111. EVALUATIONS AND INTERVIEWING OF PERSONNEL:

1. Evaluations and interviewing of personnel as required.

IV. RESPONSIBILITIES PER STATE BOARD POLICY 5310:

1. Complies with established laws, policies, rules and regulations.
2. Demonstrates instructional leadership to enhance school effectiveness by improving instruction and augmenting student performance.
3. Provides purpose and direction for schools/county.
4. Demonstrates cognitive skills to gather, analyze and synthesize information to reach goals.
5. Manages group behaviors to achieve consensus but not at the expense of forsaking what is right or wrong, according to established board policy.
6. Enhance quality of total school/county organization.
7. Organizes and delegates to accomplish goals.
8. Communicates effectively.

TERMS OF EMPLOYMENT: Salary and work year (261 days) as determined by the board.

EVALUATION: Evaluation of this position shall be based on the performance responsibilities listed above. Evaluation shall be conducted in accordance with Board policy.