



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **SPECIAL EDUCATION DIRECTOR**

FLSA: Exempt

TITLE: Special Ed Director

QUALIFICATIONS:

- Graduate of an accredited college or university
- Master's Degree or higher is preferred
- Early Childhood Special Education preferred
- Possesses or eligible for valid Arizona Certification (Supervisor or Administrative Certificate).
- Minimum of three years of successful experience in Special Education as a teacher or administrator is preferred
- Current IVP Fingerprint Clearance Card

REPORTS TO: Administrator

GENERAL FUNCTION: Responsible for providing leadership and administrative skills in promoting the educational development of students in the Special Education Program. Responsible for establishing and maintaining positive relationships with community groups, individuals and agencies; keeping the district in good standing and compliance with the Special Services Department of the Arizona Department of Education; discussing and assisting to resolve individual student academic and discipline problems; and supporting the overall objectives of the school district.

PERFORMANCE RESPONSIBILITIES:

- Supervises the Special Education Department and staff.
- Responsible for keeping the administration apprised of any and all Special Education compliance needs.
- Attend state, regional and county Special Education Directors meetings and report happenings to the District Administrator.
- Assist the Administrator in developing Special Education policies and procedures.
- Research and report findings to the Administrator on such topics relating to Special Education as requested.
- Responsible for all funding applications, reports, census, and monitoring connected with Special Education.
- Work with the Administrator in developing and maintaining an in-service program for all Special Education and Classroom Teachers for all areas of teaching disabled students.
- Coordinate the staffing, program needs and requirements for a school-wide preschool through 8 grade Special Education program.
- Assist the Administrator in formulating the changes and modifications necessary to maintain an excellent Special Education program.
- Write local, state or federal grants for funding in the area of Special Education.
- Monitor expenditures in Special Education budgets to determine the best utilization of funds in preschool through 8th grade Special Education programs.
- Develop and coordinate an effective 504 Implementation Plan for the district.
- Schedule needed student testing, academic and psychological, with the School Counselor.
- Represent the district in attendance at SST, IEP, and MDC meetings as required.
- Responsible for submission of required reports for supplemental funding sources such as Medicaid reimbursements.
- Attendance at the School's Open House and 8th Grade Promotional Ceremony.
- To be a role model dressing and grooming appropriately while maintaining a general appearance to reflect professionalism.
- Other duties as assigned by the Administrator.

TERMS OF EMPLOYMENT: 8 hours a day / 10 months / full time salary
Employee benefits in accordance with district policies.

EVALUATION: Performance of this position will be evaluated in accordance with the Governing Board's policy on evaluation of certified personnel.

CLASSIFICATION: Administration Staff
Revised: May 2010



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I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: _____ Date: _____

Employee Signature: _____ Date: _____