

# DEXTER CONSOLIDATED SCHOOLS

## JOB DESCRIPTION

Position: DIRECTOR/COORDINATOR OF SPECIAL EDUCATION

Supervisor: Superintendent

**GENERAL JOB DESCRIPTION:** The Director of Special Education will have the responsibility for planning, development, coordination and management of all special education programs, services, budgets and personnel and ensure compliance with state and federal regulations governing the delivery of services to students with disabilities. The Director will uphold the District mission that Dexter Consolidated Schools is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Promote an environment/climate conducive to productive performance.
2. Plan for and manage the resources for which he/she is responsible, including personnel, finances, facilities program and time.
3. Communicate accurately and effectively.
4. Use supervision, staff development and performance evaluation to improve the program of the district.
5. Demonstrate leadership.
6. Demonstrate an understanding of political theory.
7. Comply with all School Board policies and administrative regulations.
8. Work cooperatively with building administration and staff in planning, implementing and managing programs and services for students with disabilities.
9. Ensure that all students with disabilities in the Dexter Schools are provided a free and appropriate public education through the provision of instructional programs and related services.
10. Assist the Superintendent in the recruitment and employment of properly licensed personnel as required to provide services to students with disabilities consistent with their IEPs.
11. Conduct on-going assessment to identify needs within the district for use in planning of budgets and programs.
12. Conduct the application process required for receipt of funds under federal grant projects.
13. Develop local policies and procedures to ensure compliance with state and federal regulations.
14. Develop policies and procedures to govern the delivery of special education and related services, including staff assignments.
15. Develop policies and procedures to govern the evaluation of students referred for special education services, including staffing patterns and organizational structure.
16. Conduct performance evaluations for staff assigned to the special education office.
17. Coordinate staff development opportunities to enable staff to better serve the needs of special education students.
18. Coordinate the delivery of homebound services when recommended through the IEP process.
19. In cooperation with building administrator, staff, parents, and community conduct on-going evaluation of programs/services, and coordinate the long range planning process to meet the needs of students.

20. Cooperate with the transportation department in planning and delivery of services to students whose IEPs require transportation.
21. Approve all absences for staff assigned to the Special Education Director.
22. Establish and maintain on-going communication with the administration and regular/special education staff.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Such other tasks as deemed appropriate by the Superintendent.

**QUALIFICATIONS:**

1. A Master's degree.
2. A valid New Mexico administrative license.
3. A minimum of five years of public school experience in at least one area of special education.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

**SAFETY AND HEALTH:**

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

**EQUIPMENT/MATERIAL HANDLED:**

1. Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.
2. Knowledge of proper use of any equipment necessary for safety.
3. Follow all safety precautions in dealing with equipment/material.

**WORKING ENVIRONMENT:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate.

**TERMS OF EMPLOYMENT:**

1. FLSA exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_