**NEWTON MUNICIPAL SCHOOL DISTRICT**



**JOB DESCRIPTION**

TITLE: Director of Special Services

**QUALIFICATIONS:**

1. AA certificate in Administration
2. Supervision, either Elementary, Secondary, or Special Subject; 5 years of successful educational experience, preferably three years of which have been in administrative or supervisory roles and two of which involve classroom instruction

**SUPERVISES:**

Special Services clerical staff; program budgets; testing, child find, and other support programs; record-keeping and reporting processes; legal compliance functions; and external services to identified special students

**REPORTS TO:**

Superintendent

**JOB GOAL:**

To direct, administer, and supervise the Special Education Program and in accordance with appropriate guidelines and directions in order to serve effectively the educational needs of students with identified exceptionalities (Special Education)

**JOB PERFORMANCE RESPONSIBILITIES:**

1. Coordinates and monitors all district programs for disabled students in the district under IDEA.
2. Develops and writes proposals, new programs, budgets, and grants for the purpose of meeting district goals.
3. Interprets, implements, and monitors all Special Education regulations, laws, policies, and procedures.
4. Develops appropriate Special Education policies and procedures as necessary for the purpose of assuring program consistency and compliance with state and federal rules and regulations.
5. Assists in the recruitment, selection, and assignment of special education personnel.
6. Assists in the observing of special education personnel’s job performance.
7. Assists in the development of program budgets and provide expenditure control on all established budgets.
8. Coordinates and monitors all procedures required for state mediation and due process.
9. Completes and maintains all records and reports as required relative to the programs for special education.
10. Oversees screening, evaluation, and placement of candidates for enrollment in special education programs.
11. Complies with and enforces all State and Federal regulations regarding special education students.
12. Ensures that all reports and procedures associated with Child Find are completed and procedures followed.
13. Maintains an effective line of communication at all times with administration, school personnel, parents, and the community concerning programs, services, and regulations.
14. Collaborates with principals and school special education teachers for the purpose of implementing and maintaining services and/or programs. Set staffing levels for school special education programs for the purpose of providing services with fiscal efficiency.
15. Maintains a high level of knowledge regarding developing special education issues, changes in laws, case laws, and educational methods, and research of educating students with disabilities, for the purpose of managing an excellent special education program.
16. Evaluates all special education programs, and monitor the implementation of special education services in compliance with the needs of students at all schools.
17. Coordinates with outside agencies as necessary to provide services to students and staff for the purpose of offering transitional and other services.
18. Facilitates meetings and professional development training for special education personnel on an on-going basis and as mandated.
19. Manages and practices fiscal conservation with all resources from the General/Special Education grants, approve purchase requisitions, monitor placement of equipment, and maintain the inventory of all equipment and assets purchased with SPED funds.
20. Prepares documentation and reports data in a timely manner to the Mississippi Department of Education providing written support, conveyance of information, and compliance of federal and state programs.
21. Serves as district representative at IEP meetings as necessary.
22. Completes all other duties as assigned by the superintendent regarding special educational services.

## TERMS OF EMPLOYMENT

235 days annually with salary in accordance with the salary schedule as approved by the Board of Trustees

## EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Supervisor)

Reviewed and agreed to by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Employee)