

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
D	6	3	

JOB TITLE	CONTRACT REFERENCE
Director of Special Services	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Superintendent	April 2015

JOB SUMMARY

Directs, supervises and leads the special education programs across all schools; directs and supervises the other programs including but not limited to Section 504, English Language Learners, non-public schools, Indian Education; and Diversity Programs. Serves as the Safe and Drug Free Schools Coordinator, Title IX Compliance Officer and LEA district representative, coordinator of all Title programs.

TASK NO.	FRE- QUENCY	BAND/ GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Serves as the district's Special Education Director. <ul style="list-style-type: none"> Responsible for program organization, staff supervision, budget, staff development, staffing, and evaluation. Work with the district staff to align special education curriculum and interventions with district curriculum 	D6
2.	Serves as the District 504 Coordinator. <ul style="list-style-type: none"> Assures compliance with state and federal statutes and regulations. 	D6
3.	Serves as the district's Title IX Compliance Officer. <ul style="list-style-type: none"> District contact person for complaints involving equity, harassment, and violent acts. 	D6
4.	Supervises the cooperative Indian Education program and responsible for communication with the other districts in the cooperative program (Columbia Heights and Spring Lake Park).	C5
5.	Responsible for writing the ESEA grant for Title sections <ul style="list-style-type: none"> Serves as the district's LEA representative Responsible for developing and monitoring title budgets 	D6/C4
6.	Responsible for nonpublic schools within the district's boundaries. <ul style="list-style-type: none"> Monitors and maintains records on students attending nonpublic schools, home schools, along with any accompanying funding. 	C4
7.	Serves as the district supervisor of student health services. <ul style="list-style-type: none"> Works with school nurses to assure compliance with state and federal regulations 	D6

JOB TITLE

Director of Special Services
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CONTRACT REFERENCE

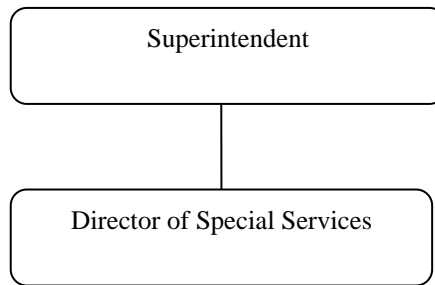
Individual Contract

	regarding school health programs.		
8.	• Other duties as assigned		N/B

QUALIFICATIONS

Valid Special Education Director license with 7-10 years of experiences. Knowledge of principles and practices of administration, and supervision. Excellent oral and written communication skills. Ability to establish and maintain cooperative and effective working relationships with staff, administration, parents and students. Ability to understand, interpret, apply and explain rules, regulations policies and procedures. Knowledge of general accounting budget and business functions.

ORGANIZATIONAL RELATIONSHIPS



DIRECT SUPERVISION

INDIRECT SUPERVISION

WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.