



**Job Title:** Executive Director of Special Education      **Exemption Status/Test:** Exempt  
**Reports to:** Chief Academic Officer      **Date Revised:** January 2021  
**Dept. /School:** Special Education

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**Primary Purpose:**

Direct and manage the district's special education program. Ensure that services are provided for special needs students and individualized education programs are provided to meet the needs of all students. Warrant compliance with all state, federal, and local requirements.

**Qualifications:**

**Education/Certification:**

Master's Degree  
Doctoral Degree preferred  
Teacher Certification  
Principal/Mid-Management Certification  
Competitive grade point averages on undergraduate and graduate work preferred  
Special Education Certification  
Teaching experience in Special Education preferred  
Campus Principal or Assistant Principal experience preferred  
Evidence of staff development experience, committee work, professional honors/activities, and experience applicable to the position preferred

**Experience:**

Three (3) years of teaching experience in Special Education OR three (3) years as Campus Principal in a PK-12 public school  
Experience leading and/or supervising a special education program  
Experience in successful leadership role at the District or State level preferred

**Special Knowledge/Skills:**

Knowledge of federal and state special education law  
Knowledge of state and federal compliance reports/indicators such as State Performance Plan (SPP), Residential Facility Monitoring and Results Driven Accountability (RDA)  
Knowledge of dyslexia education  
Understanding of the individual needs of special education students  
Ability to communicate with all levels of special education students and their parents  
Ability to implement policy and procedures  
Ability to interpret data  
Ability to manage budget and personnel  
Strong organization, communication and interpersonal skills

**Major Responsibilities and Duties:**

**Instructional and Program Management**

1. Oversee the development and delivery of special education curriculum and instructional programs that incorporate district goals and support student achievement. Ensure that curriculum renewal is continuous and responsive to student needs.

2. Develop and implement an effective special education referral process and ensure that student assessments and recommendations regarding placement and program management for individual students are completed promptly.
3. Monitor the admission, review, and dismissal (ARD) process districtwide. Ensure that students are placed appropriately and that individual education plans are consistent with district procedures. Ensure that student progress is evaluated on a systematic basis.
4. Obtain and use evaluative findings (including student achievement data) to gauge special education program effectiveness. Make changes when warranted.
5. Ensure that the necessary time, resources, materials, and technology to accomplish educational goals are available. Encourage and support the development of innovative instructional programs.
6. Direct transition services for special education students entering and exiting public school programs.
7. Take an active role in the formulating and implementing contracts for special education students receiving services outside of the district.

### **Student Management**

8. Demonstrate support for the district's student management policies and expected student behavior related to special education program.

### **Policy, Reports, and Law**

9. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of special education. Recommend sound policies and procedures to improve program.
10. Compile, maintain, and file all reports, records, and other documents required.

### **Budget and Inventory**

11. Develop and administer the special education budget based on documented needs and ensure that operations are cost-effective and funds are managed wisely.
12. Maintain a current inventory of supplies and equipment and recommend the replacement and disposal of equipment when necessary.

### **Personnel Management**

13. Prepare, review, and revise job descriptions in special education department.
14. Select, train, supervise, and evaluate staff and recommend assignment, retention, discipline, and dismissal.

### **Communication and Community Relations**

15. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.
16. Serve as district liaison to community agencies providing services to students and notify parents and students of available services.
17. Articulate the district's mission and goals in special education to the community and solicit its support in realizing the mission.
18. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
19. Use appropriate and effective techniques to encourage community and parent involvement.

### **Supervisory Responsibilities**

Supervises and evaluates, special education coordinators, director's secretary, student information (PEIMS) secretary, receptionist and bookkeeper.

## **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.