**Job Title**: Director of Special Education

**Summary**: The Director of Special Education is a leader who promotes the success of all students by upholding excellence; advocates instructional improvement; possesses a thorough knowledge of special education law; knows how to deliver disability services in its many forms; comprehends related finance; helps to control the learning environment for success; and works with families and communities to mobilize resources.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Supervises the special education program to achieve excellence for all students in the least restrictive environment.
* Analyzes data to inform about progress toward vision and goals, human and financial resources and programs and policies.
* Promotes practices that create a supportive learning environment, the use of best practices based on sound educational research, opportunities for staff to reflect and quality staff development.
* Relies on sound educational standards and practices to place students in classes within and without the building; to chair staffings for special education students; and to select, evaluate and assign special education staff.
* Knows and understands:
	+ legal, ethical and regulatory issues.
	+ legal rights and responsibilities of staff, students and parents.
	+ applicable Federal and State laws.
	+ board policies and procedures.
	+ how to work with others to change inappropriate behavior.
* Completes required Federal, State and County grants and reports for special education.
* Possesses a thorough knowledge of identification procedures, service delivery models, and assistive technology for students with disabilities.
* Possesses a thorough knowledge of school finance procedures, understands special education funding and develops and manages the yearly budget for special education related grants.
* Coordinates special education activities with the School Association for Special Education in DuPage (SASED) organizations.
* Manages the organization, operation and resources to produce a safe, efficient, effective and least restrictive environment.
* Serves as liaison for transition of special education students to high school from feeder districts, including participation in all 8th grade staffings, implementation of services at the high school, and inservice to all interested parents in the elementary districts.
* Serves as a member of various administrative teams and councils and chairs weekly special education team meetings in all programs.
* Collaborates with families, community members and staff to respond to diverse community interests and needs and to mobilize community resources.

**Supervisory Responsibilities**: Special Education Coordinators, School Psychologists, Administrative Assistant to the Director of Special Education

**Education, Certification, and Experience**:

* ISBE Type 75 General Administrative Certificate with Director of Special Education endorsement
* ISBE Secondary or Special Teaching Certificate with LBSI endorsement
* Previous administrative experience preferred
* Related Master’s Degree or better from an accredited college or university

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Demonstrated leadership ability
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to make independent decisions in accordance with established policies and procedures
* Ability to deal with difficult situations courteously and tactfully

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | S | Kneel | S | Lift/Carry > 50 lbs. | S | Push/Pull > 50 lbs. | S | Talk | F |
| Climb Stairs | O | Lift/Carry under 10 lbs. | O | Push/Pull under 10 lbs. | S | See | F | Twist | O |
| Crawl | S | Lift/Carry 10-25 lbs. | S | Push/Pull 10-25 lbs. | S | Squat | S | Walk  | F |
| Hear | F | Lift/Carry 25-50 lbs. | S | Push/Pull 25-50 lbs. | S | Stoop/Bend | S |  |  |

**Calendar/Work Schedule and Compensation**:

Annual Calendar: 12 month calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

 \_X\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Principal

**Classification**: \_X\_ Administrative

 \_\_\_ Supervisory

 \_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

 \_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

 \_\_\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_\_\_ Non-Exempt from overtime under the Fair Labor Standards Act

 \_X\_ Exempt from overtime under the Fair Labor Standards Act