

**SURRY COUNTY PUBLIC SCHOOLS
DIRECTOR OF SPECIAL EDUCATION AND FEDERAL PROGRAMS
JOB DESCRIPTION**

Job Title: Director of Special Education and Federal Programs
Salary Index: 1.14
Reports To: Assistant Superintendent
FLSA Status: Exempt

SUMMARY

Is responsible for overseeing and implementing special education and federal/state programs that aid in improving the academic achievement of special education and disadvantaged students; designing and implementing professional development as it pertains to special education and federal/state programs; and any other special education or federal/state programs as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES including the following. Other duties may be assigned.

- Contributes to the total school philosophy of education.
- Recommends policies and programs essential to meeting the needs of special education children.
- Keeps informed of all legal requirements governing special education and federal/state programs.
- Coordinates and monitors special education and federal programs initiatives.
- Coordinates all federal programs/funds: Title I, Title II, Title III, Title IV. State categorical Funds: English Language Learners.
- Prepares and submits all special education, federal and state reports related to each program.
- Evaluates existing programs as an ongoing responsibility, and recommends changes and additions as needed.
- Assists and advises building principals in coordinating the school improvement process and the instructional activities associated with special education, federal and state grants.
- Establishes special education procedures for referral, securing medical reports, psychological examination, evaluation, placement, and re-evaluation of students.
- Assumes the responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful.
- Develops and maintains complete records of all children receiving special services or enrolled in special classes.
- Evaluates on an ongoing basis, the total special education program, curriculum, procedures, and individual students' needs and achievement.
- Provides programs of a remedial nature to supplement regular classroom instruction for those students with learning or visual disabilities.

- Serves as a liaison with the Virginia Department of Education in the areas of special education and federal programs.
- Assists in data gathering, assessment, and evaluation of special education and federally funded interventions.
- Acts as a facilitator for the Special Education Advisory Committee.
- Writes special education, federal, and state grants.
- Prepares payroll information for homebound instructors.
- Supervises and coordinates homebound instruction for homebound or hospitalized students.
- Attends appropriate area and state meetings related to assigned programs.
- Assists in recruitment, screening, hiring, training, and assigning of special education personnel.
- Assumes responsibility for own professional growth and development; for keeping current with the literature, new research findings, and improved techniques, and for attending appropriate professional meetings and conventions.
- Performs all other related duties as required or assigned.

SUPERVISORY RESPONSIBILITIES

This job requires supervision of clerical workers, special and federal program teachers, instructional assistants, and other employees as may be assigned to this director.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Virginia Postgraduate Professional certificate with endorsement in special education and at least 2 years of related management experience.

COMMUNICATION SKILLS

Ability to read and interpret documents such as federal and state regulations and procedure manuals. Ability to write reports and correspondences.

MATHEMATICAL SKILLS

Ability to write reports, education correspondences and policy/procedure manual. Ability to effectively present information and respond to questions from groups of clients, customers, and the general public. Ability to prepare a budget. Ability to maintain financial ledger for grants. Ability to prepare payroll for homebound instructors.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve problems by acting as a mediator.

CERTIFICATES, LICENSES, REGISTRATIONS

Administrative certification.

PHYSICAL DEMANDS

The following physical activities 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 and expectations. While performing the duties of the job, the employee is regularly required to sit; frequently required to stand, walk, talk and reach with hands and arms. The employee must occasionally lift and/or move items. Specific vision includes close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. The noise level in the work environment is usually moderate.