



DIRECTOR OF SPECIAL EDUCATION AND FEDERAL PROGRAMS

Department: Instruction

FLSA Status: Exempt

GENERAL PURPOSE

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

ESSENTIAL JOB FUNCTIONS

- 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 and 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.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree required.
- Virginia Postgraduate Professional certificate with endorsement in special education required.
- Seven (7) years of experience.
 - Two (2) of which in related management experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the needs and requirements of Special Education programs
- Knowledge of all codes and regulations governing school Special Education programs.
- Knowledge of all federal and state resources that relate to the maintenance of Special Education programs.
- Skill in managing and directing a team.
- Skill in assessing and working with disadvantaged or special education students.
- Skill in data collection and maintenance.
- Ability to read and interpret documents such as federal and state regulations and procedure manuals.
- Ability to write reports and correspondences.
- 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.
- 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.

WORKING CONDITIONS

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 and light levels in the work environment are usually moderate.

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, stand, walk, talk and reach with hands and arms. The employee must occasionally lift and/or move items that weigh up to 20 pounds. Specific vision includes close vision, distance vision, peripheral vision, and ability to adjust focus.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date