

*Director, Special Services*  
*School District Job Description*

**Position Title:** Director, Special Services  
**Department:** Instruction  
**Reports to:** Superintendent, Assistant Superintendent

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**SUMMARY:** Directs the Special Education Program for the District. Ensures that special students are in their least restrictive environment (LRE) and are receiving a free appropriate public education (FAPE). Participates in IEP meetings with parents. Addresses parents concerns about the special education services that Pleasant Hill School District provides. Provides guidance to the district so the special programs are in compliance with State and Federal laws.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Plans, supervises, and evaluates special education programs.
- Consults with staff, parents and outside agencies regarding Special Education Students.
- Responds to parents regarding the evaluation and placement of their children.
- Discusses Special Education programs, personnel and students with building administrators.
- Maintains Special Education Entitlement Budgets.
- Develops and administers the Special Education local budget.
- Monitors staff caseloads and student progress.
- Develops and maintains complete and cumulative individual records of all children receiving special services.
- Assists in the adaptation of school policies to include special education needs.
- Keeps informed of legal requirements governing special education.
- Helps plan staff in service training activities.
- Arranges Special Education Transportation with the bus company.
- Supervises the District's Homebound Program (for regular/special students).
- Chairs staffing to determine if children are eligible for special services.
- Prepares Evaluation Reports to be typed.
- Cooperates with college and university officials regarding teacher training and preparation.
- Supervises the Parents as Teachers Program.
- Supervises the English as Second Language Program.
- Supervises the Medicaid School reimbursement program which includes both "Direct Billing & Administrative Claiming"
- Assists and supervises Special Education grants being written and/or used.
- Assists and/or assigns a SPED staff member to work with the Central Office Secretary to apply for DESE's "High Needs" fund.
- Supervises education for migrant and homeless students in the District.

Acknowledged \_\_\_\_\_

Date \_\_\_\_\_

**SUPERVISORY RESPONSIBILITIES:**

Supervises 50 employees in the Special Education/PAT Programs/ESL Programs. Is responsible for the overall direction, coordination, and evaluations of these programs. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; and addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE:**

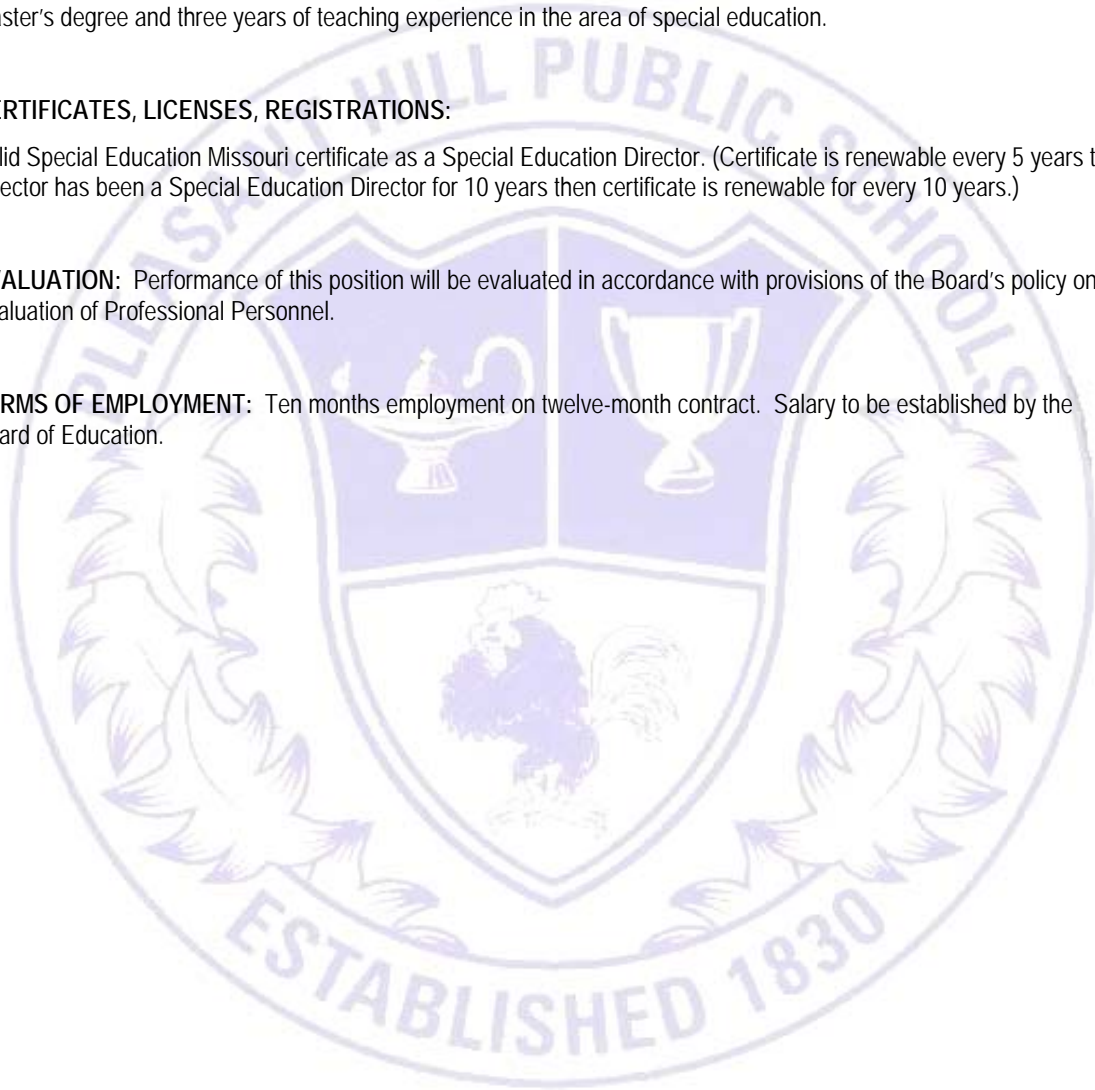
Master's degree and three years of teaching experience in the area of special education.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Special Education Missouri certificate as a Special Education Director. (Certificate is renewable every 5 years till Director has been a Special Education Director for 10 years then certificate is renewable for every 10 years.)

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**TERMS OF EMPLOYMENT:** Ten months employment on twelve-month contract. Salary to be established by the Board of Education.



Acknowledged \_\_\_\_\_

Date \_\_\_\_\_