

JOB DESCRIPTION – Special Services Director**Appointment:**

1. The annual period of service shall be 260 working days.
2. The director's immediate supervisor is the superintendent of schools.

Duties:

1. He/she shall utilize procedures and forms that will follow local/state/federal guidelines, rules, and regulations.
2. He/she shall develop program/staff needs and present such items to the administrative staff and board.
3. He/she shall be involved with the superintendent/business manager in developing and monitoring the budget.
4. He/she shall attend mandatory staffings (placement meetings and others as deemed necessary) or appoint/select administrative designee to serve in this capacity.
5. He/she shall complete state accounting procedures for child count and on-site evaluations.
6. He/she shall provide continual reports regarding the special services program to the staff, administration, board, and community.
7. He/she shall represent the school district on state level responsibilities (state advisory committee, task force committees, etc.).
8. He/she shall consult with the school attorney, state officials, and local administration about questions raised regarding legal matters.
9. He/she shall maintain special services files on so-designated students.
10. He/she shall write comprehensive plans for students participating in the special services program.
11. He/she shall stay current with the many handicapping conditions and research regarding program planning.
12. He/she shall stay current with the programs offered by out-of-district facilities.

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13. He/she shall coordinate writing of grants which are pertinent to the special services program.
14. He/she shall supervise/evaluate staff and make personnel recommendations to the superintendent, including employment, assignment, and dismissal of personnel.
15. He/she shall assist in developing curriculum and instructional methodology for programming needs.
16. He/she shall serve as a resource person to such staff needs as individual education plan (IEP) development, behavior management techniques, etc.
17. He/she shall evaluate and improve service delivery systems.
18. He/she shall serve as a coordinator with other agencies in regard to delivering services to special education students.