

LAKEVILLE AREA PUBLIC SCHOOLS

POSITION DESCRIPTION

POSITION TITLE:	Director of Special Services	LOCATOR: (Office Use Only)
DEPARTMENT/BUILDING:	Special Services/District Office	POSITION CLASSIFICATION:
TITLE OF IMMEDIATE SUPERVISOR:	Executive Director of Student Services	BARGAINING UNIT: Non-Affiliated

POSITION SUMMARY:

The Director of Special Services will be involved in the development, implementation, and evaluation of all special education programs and services with the primary goal of improving student learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

1. Provide leadership and support to special education staff in the areas of curriculum development and differentiation, instructional strategies, behavior intervention, disciplinary issues, and due process requirements districtwide (Part C & Part B).
2. Coordinate and oversee district student health services.
3. Oversee third-party billing process, manage revenue and expenditures.
4. Direct personnel-related issues including posting positions; screening, interviewing, and hiring applicants; and completing required human resources documentation for all licensed and non-licensed special education staff. Provide for recruitment, mentorship, and retention of high-quality personnel.
5. Evaluate district-level Special Education Coordinators, Lead Teachers and any other assigned leaders following district procedures. When necessary, develop professional improvement plans to address employee performance issues in collaboration with other administrators.
6. Oversee district Extended School Year (ESY) program including staffing, budget, and program design/deployment.
7. Coordinate all dispute resolution processes and independent educational evaluations (IEEs) requests.
8. Assist in program evaluation including critical analysis of the effectiveness of special education programs and services. Provide feedback and recommendations for program improvements/changes and technical assistance to staff as needed.
9. Collaborate with the Executive Director of Student Services to plan and recommend staffing needs for licensed and non-licensed special education personnel.
10. Function as a liaison to private schools and preschools located in the district as needed to fulfill child find requirements and ensure appropriate placement and services.
11. Work collaboratively with transportation contractor(s) to ensure special transportation requirements are met.
12. Oversee all decisions regarding paraprofessionals including building assignments, service delivery models, professional development and requests for additional positions.
13. Compile special education teacher data required for the bi-annual STAR report and provide it to the HR department within determined timelines.
14. In partnership with the Business Department and Superintendent, manage the district's fiscal resources and special education grants, estimate revenue, prepare budgets, direct and approve spending, and monitor Maintenance of Effort (MOE).
15. Oversee the development, implementation, and evaluation of the district's due process systems for compliance and Total Special Education System (TSES) manual. Provide training and technical assistance to special education staff regarding the policies and procedures expected and outlined.
16. Lead the development of district level guidance to ensure systematic procedures across the district.

17. Complete required state and federal applications and reports as requested by the Executive Director of Student Services.
18. Approve and monitor the placement of students in special education programs outside of the district.
19. Serve on assigned district, county, and interagency committees including Dakota County Collaborative
20. Oversee the district Special Education Advisory Council (SEAC).
21. Serve as a member of the Superintendent's cabinet.
22. Oversee and lead non-public (and homeschool) budgets, staffing allocations and services for students.
23. Attend district leadership team meetings and monthly District 917 Special Education Director meetings.
24. Maintain active participation in the Minnesota Administrators for Special Education (MASE) organization.
25. Oversee English Learner programming and the EL Coordinator: Supervision, staffing, support and budget development.
26. Attend school board meetings as requested by the Executive Director of Student Services or Superintendent.
27. Perform other duties as needed or assigned by the Executive Director of Student Services or Superintendent.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Facilitate collaborative relationships among parents, school personnel, and representatives of other agencies and organizations.
2. Maintain accessibility to the Executive Director of Student Services via cell phone or email.
3. Transport self among district facilities, other educational sites, and regional/state meetings as necessary.

POSITION QUALIFICATIONS (Specific training or job experience required before appointment):

1. Hold or be eligible for a Minnesota Director of Special Education license.
2. Two or more years of special education administrative experience at the district level; previous director of special education (or services) experience preferred.
3. Experience working with staff and programming models pertaining to a wide range of disabilities and needs.
4. Knowledge of state and federal laws, rules, regulations, and due process requirements relating to special education.
5. Group facilitation, team building, and conflict resolution training and experience.
6. Ability to carry out detailed written and/or verbal instructions.
7. Excellent verbal and written communication skills.
8. Knowledge of general education and special education curriculum, teaching principles, and best practices.
9. Ability to define problems, collect data, establish facts and draw valid conclusions.

PHYSICAL REQUIREMENTS:

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuously 66-100%
Stand			X	
Walk				X
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (lift and carry):				
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			