

Oxford SCHOOL DISTRICT



Job Description:	Director Special Education	FLSA Status:	Exempt
Department:	Administration	Code:	
Location:	Oxford School District Central Office	Reports to:	Superintendent
Position Type:	Full-Time	Version:	

Description of Position: The job of "Director of Special Education" implements and maintains Special Education programs and services in conformance to District, State and Federal objectives; providing written support and/or conveying information; serving as a resource to patrons, school personnel and the School Board ; and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget.

Essential Duties and Responsibilities

- Collaborates with District school principals and school special education teachers for the purpose of implementing and maintaining services and/or programs.
- Sets staffing levels for school special education programs for the purpose of providing services with fiscal efficiency.
- Directs personnel, for the purpose of delivering services which conform to established guidelines.
- Develops proposals, new programs, budgets and grants for the purpose of meeting District goals.
- Evaluates District and school Special Education programs and monitors the implementation of special education and compliance with regulations in each location, for the purpose of carrying out and achieving objectives within area of responsibility;
- Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district which achieve desired objectives.
- Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Manages fiscal resources from the General Fund and special education grants, prepares budgets and directs spending, and monitors maintenance of effort, for the purpose of fiscal efficiency in providing required services.
- Prepares documentation and reports data to the Mississippi Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations.
- Communicates information on programs, services, and regulations to school personnel, parents, the Board and other districts for the purpose of understanding of the programs.
- Recruits, hires, supervises, and evaluates District-level special education staff including speech pathologists and assistants, school psychologists, occupational therapists, physical therapists, and providers of Early Intervention and Early Childhood Special Education, for the purpose of carrying out objectives within areas of responsibility.
- Serves as the District Representative for IEP meetings when resources beyond school budgets may be considered for the purpose of efficiently managing fiscal resources while meeting special education regulations.
- Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.

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- Supervises the training of special education instructional assistants for the purpose of assuring well-trained personnel.
- Writes district Board Policy for special education as is needed or required, for the purpose of assuring program consistency and compliance with state and federal rules in all locations,
- Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities, for the purpose of managing an excellent special education program.
- Advises Superintendent regarding special education and other matters.
- Performs other duties as directed.

Qualifications and Education Requirements

- Valid Mississippi administrative certification.
- Successful experience as a building or district level administrator.
- Experience with Multi-Tiered System of Supports (MTSS).

Knowledge, Skills and Abilities

- Must be able to perform diverse duties and responsibilities in a high-energy environment with the ability to respond to the changing needs and demands of the faculty, staff, and students.
- Excellent written and verbal communication, public relations, and customer service skills are essential.
- Ability to learn and utilize technology including an understanding of using social media to engage students.
- Manage personnel and programs, communicate effectively, problem solve.
- Knowledge of special education curriculum and programming, Mississippi and Federal education law and regulation, district policies.
- Demonstrated ability to work effectively with a wide range of constituencies in a diverse community including experience working with international student concerns.
- Read, analyze, and interpret journals, reports, government regulations, and other documents.
- Respond effectively to common inquiries or complaints from community or staff.
- Write reports, correspondence, and procedure manuals.
- Present information and respond to questions from groups of parents, staff, or the general public.
- Define problems collect data, establish facts, and draw valid conclusions.
- Perform duties with awareness of all district requirements and Board of Education policies.

Reviewed By:	Brian D. Harvey	Date:	4-2-20
Approved By:	Brian D. Harvey	Date:	4-2-20

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Last Updated By:	Brian D. Harvey	Date/Time:	3/4/2019
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Employee Statement of Understanding

- I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

(Signature)

(Date)

Oxford School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.