

**TITLE: SPECIAL EDUCATION DIRECTOR**

**QUALIFICATIONS:**

1. Certifications and qualifications as set by the State Board of Education and the School Code.
2. Previous school administrative experience after four (4) years of special education teaching.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Assistant Superintendent for Teaching and Learning

**SUPERVISES:** Special Education Personnel

**JOB GOAL:** Direct the planning, development, implementation, and evaluation of a quality educational program for special needs students and ensure compliance with state and federal regulations governing the delivery of special education services

**PERFORMANCE RESPONSIBILITIES:**

1. Provide education for special needs students by planning, directing, and implementing a comprehensive and effective special education curriculum.
2. Provide appropriate special education services to students by assuring the evaluative and diagnostic services and placements are appropriate to students' needs.
3. Provide for the maximum integration of special students into regular curriculum by working in tandem with the regular education programs.
4. Procure funding for special education programs by complying with state and federal rules and regulations.
5. Develop and manage the department budget to ensure compliance with established fiscal parameters.
6. Provide proper implementation of special education programs by screening, training, and motivating an effective staff.
7. Analyze student achievement data to develop instructional and assessment systems that will enhance student learning.
8. Lead the development/evaluation of special education staff.
9. Collaborate with curriculum and instructional departments to continue the development of an effective educational system.
10. Uphold continuous improvement strategies to provide systems of support to principals and other school level staff.
11. Align Special Education Department programs and plans to meet District improvement goals and expectations.

12. Conduct, in cooperation with building administrators, staff, parents, and community, ongoing evaluation of programs, services, and coordinate the long range planning process to meet the needs of students.
13. Develop policies and procedures to govern the staffing patterns and organizational structure of the department.

EMPLOYMENT: 12-month Position.

EVALUATIONS: Performance of this position will be evaluated in accordance with provisions established by the policies of the Board of Education.

Adopted: Board of Education  
Woodridge School District