

POSITION DESCRIPTION

Position Definition: The **Director of Special Programs and Services** shall be responsible for leading, supervising, and managing the planning, developing, implementation, and ongoing assessment of programs and services within the Special Programs and Services Department.

Relationship: The **Director of Special Programs and Services** shall be responsible to the Executive Director.

Qualifications:

Education/Experience:

- ☒ PDE Certification as Supervisor of Special Education or Superintendent/Letter of Eligibility, required.
- ☒ Minimum five (5) years' experience as a Supervisor of Special Education, or equivalent.
- ☒ Bachelor's Degree in Special Education, required.
- ☒ Master's Degree in a Special Education related field, required.
- ☒ Minimum five (5) years' experience working with Special Education financial budgets.
- ☒ Minimum five (5) years' experience working with PDE regulations.

Skills/Knowledge:

- ☒ Demonstrates leadership ability.
- ☒ Demonstrates the ability to make professional decisions.
- ☒ Demonstrates organizational skills.
- ☒ Demonstrates the ability to maintain confidentiality.
- ☒ Demonstrates excellent oral and written communication skills.
- ☒ Demonstrates the ability to work independently and meet deadlines.
- ☒ Demonstrates resiliency in the face of change.
- ☒ Advocates for the vision, mission, and goals of the department and CLIU.
- ☒ Demonstrates interpersonal skills for supervising staff, through patience, consistency, fairness, accountability, leadership, and understanding.
- ☒ Demonstrates the ability to conduct a thorough and fair investigation.
- ☒ Demonstrates the ability to manage personnel through the use of procedures and consistent decision-making.

Skills/Knowledge, continued:

- ☒ Demonstrates a proficient understanding and utilization of Microsoft 365 and other software packages for use in the Special Program and Services Department.
- ☒ Demonstrates the ability to interpret and implement knowledge of federal and state laws and CLIU Board Policies.
- ☒ Proficient data collection, data reporting, and data interpretation skills.
- ☒ Demonstrates the ability to act as a liaison with constituent school districts.
- ☒ Demonstrates the ability to work collaboratively with staff, co-workers, community members, parents, board members, school districts, and administration.

Helping Children Learn

"CLIU is a service agency committed to Helping Children Learn."

POSITION DESCRIPTION***Director of Special Programs and Services******Page 2***

- ☑ Maintains professional credentials.
- ☑ Demonstrates the ability to successfully address emergency situations that pose a risk to the well-being, safety, and security of students and staff.
- ☑ Demonstrates the ability to attend work regularly at assigned work hours subject to lawful leave rights and responsibilities.

Physical:

- ☑ Ability to stand, bend, stoop, sit, lift, reach, communicate (vision, hearing, and speech), and carry or convey sufficient weight to safely and effectively carry out functions, duties, and responsibilities.
- ☑ Ability to independently ambulate in and around work locations.
- ☑ Ability to travel to and from assigned work locations without employer support.
- ☑ Ability to travel in and drive a CLIU vehicle.
- ☑ Ability to exhibit good manual dexterity to effectively carry out functions, duties, and responsibilities.
- ☑ Ability to deliver presentations.
- ☑ Ability and availability to travel overnight.

Authority: The **Director of Special Programs and Services** will have the authority to perform all functions listed below in accordance with established policies and procedures.

Functions/Duties/Responsibilities: To perform this job successfully, an individual must be able to perform each essential function/duty/responsibility at acceptable standards. In accordance with both state and/or federal law, reasonable accommodations will be considered upon employee request.

Essential:

- ☑ Provides supervision to program supervisors and assistant director(s) to strengthen overall delivery of special education programs and services.
- ☑ Identifies, plans, and oversees implementation of strategies and activities that support increased student achievement in all IU-operated programs and services.
- ☑ Supervises the development of the annual budgets associated with the Special Programs and Services Departments, in coordination of the Business Office.
- ☑ Monitors and manages the budgets associated with the Special Programs and Services Departments throughout the fiscal year, in coordination of the Business Office.

POSITION DESCRIPTION***Director of Special Programs and Services******Page 3***

Essential, continued:

- ☑ Reviews, revises, develops, and oversees implementation procedures governing the operation of the Special Programs and Services Department and IU programs and services.
- ☑ Provides oversight for collection, accuracy, and validation of all necessary data on enrollment, costs, and other necessary program components.
- ☑ Provides oversight for the timely completion and submission of state and federal reporting.
- ☑ Consults with and assists local school districts in the development of quality programs in Special Education, especially relating to budgets, programs, and plans.
- ☑ Oversees the research, designs, and pilots new program models—leveraging emerging instructional technologies, interdisciplinary partnerships, and grant opportunities to address unmet student or district needs and expand the continuum of services offered by CLIU to its constituent districts.
- ☑ Schedules and conducts “Director in the Program” visits to SPS programs throughout the year.
- ☑ Establishes and leads a mentorship framework that pairs emerging and veteran SPS administrators, both within the IU and across constituent districts, for ongoing coaching, strategic problem-solving, and leadership development.
- ☑ Serves as a liaison to statewide and local groups, relates the function of the IU to these groups, and interprets the functions of the groups to IU administrative staff.
- ☑ Ensures that all programs are operating in a manner consistent with all federal and state laws, regulations, CLIU Policies/Procedures, and standards.
- ☑ Maintains close liaison with appropriate State Bureaus in PDE and local school districts to interpret and implement procedures and processes.
- ☑ Supervises the development and regular updates and amendments to the CLIU Special Education Plan.
- ☑ Oversees, manages, and investigates personnel-related issues, in conjunction with the Human Resources Department.
- ☑ Contributes to the effective team management of all problems, issues, and opportunities.

Secondary:

- ☑ Oversees the submission of agenda items for CLIU Board meetings.
- ☑ Serves on the Local Task Force Committee.
- ☑ This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform other duties as assigned.