

# Oswego Community Unit School District 308

## Job Description Form

**Job Title:** Executive Director of Special Education

**Location:** District Administration Center

**Division/Department:** Educational Services

**Reports to:** Associate Superintendent for Educational Services

<b>Level/Grade:</b>	<b>Type of position:</b>	<b>Hours:</b> Per Contract
Certified Administrator	<input checked="" type="checkbox"/> Full-time	<b>Work Year:</b> Per Contract
TRS	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt from overtime
		<input checked="" type="checkbox"/> Exempt from association

**General Description:**

Under the direction and supervision of the Associate Superintendent, the Executive Director is responsible for the administration and supervision of the educational programs for students with specialized educational needs, as well as the day-to-day operations of all special education programs.

**Specific Responsibilities:**

- Directs development, implementation and evaluation of programs and services for special needs children, including processes and procedures for:
  - screening, identifying, referral, admission, programming, termination and follow-up for individual special needs children and special education programs
  - administration, supervision and coordination of special education instructional personnel and all aspects of programs and services for children with special educational needs
  - coordinating programs and services for special needs children between school, parents, community, and other related agencies
  - coordinating staff development including in-service for special education instructional and ancillary personnel
  - coordinating facilities, special transportation and resources for students, staff, programs and services
- Oversees compliance with state and federal law and district policies and procedures
- Develops special education budget, directs the allocation of resources and staff, and monitors the use of state, federal and local funds for special education
- Communicates legal updates and ensures compliance with IEP and 504 Plans
- Facilitates Due Process hearings
- Consults with building administration, teachers, and parents in matters of dispute regarding FAPE which have not been resolved at the building level
- Coordinates curriculum purchases
- Monitor progress of Special Ed students and communicate progress regularly to principals, staff, parents and community
- Works in partnership with Educational Services to develop curriculum, assessments, and programming
- Develops leadership capacity of principals in addressing barriers to learning

- Works with all other departments to develop comprehensive system of learning supports
- Works in collaboration with the other Directors in the Educational Services Department
- Partners with community agencies and other school districts to support transition programming
- Researches and writes grants to secure additional funding for programs and initiatives to support student achievement and access
- Works in partnership with the Educational Services Department to develop and sustain meaningful and effective professional development activities aligned with the Strategic Plan
- Utilizes data system to drive decisions about student achievement and programming
- Performs other duties as assigned

**Required Qualifications:**

- Professional Educator License with Director of Special Education Endorsement and one or more of the following endorsements: Learning Behavior Specialist I, Speech and Language Pathologist, School Social Worker, or School Psychologist
- Five years of successful administrative experience, inclusive of special education administrative experience required
- Special education administrative experience in elementary, high school, or unit districts preferred
- Demonstrated leadership ability
- Demonstrated ability to perform duties under stress and adhere to strict deadlines in order to maintain compliance with special education timelines and special education services for students
- Demonstrated commitment to fiscal responsibility
- Excellent interpersonal, communication, organizational and time management skills