

**TITLE:** Special Education Administrator

**PURPOSE:**

To assist the Director of Macon-Piatt Special Education in providing sound educational programs for students with disabilities within assigned district(s).

**QUALIFICATIONS:**

1. Master's degree in special education or related field.
2. Type 75 Administrative Certificate.
3. Thorough knowledge of special education rules and regulations.
4. Minimum of three years successful teaching experience.
5. Ability to exert instructional and curricular leadership.
6. Thorough knowledge of teaching strategies.
7. Broad knowledge of the program curricula.
8. Ability to develop and implement plans for improvement of instruction.
9. Ability to function effectively as a member of the administrative team.
10. Ability to communicate effectively.

**REPORTS TO:**

- Director of Macon-Piatt Special Education District.

**SUPERVISES:**

- Special Education Teachers, Teaching Assistants, Social Workers, and Speech/Language Therapists as assigned.

**MAINTAINS LIAISON WITH:**

- Administrators in assigned district(s).
- Local and State Agencies dealing with special education services.

**DUTIES AND RESPONSIBILITIES:**

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. Supervise, direct, and evaluate special education staff which includes special education teachers, teaching assistants, social workers, and speech/language therapists as assigned.
2. Provide leadership in the improvement of instruction and the initiation of innovative practices within the special education program.
3. Analyze special education student enrollment and individual needs of students then recommend staffing needs.
4. Analyze special education student achievement and recommend strategies for increasing yearly progress.
5. Conduct procedural training meetings for the purpose of exchanging ideas, disseminating innovative practices, improving teaching techniques, and carrying out necessary departmental functions.
6. Organize and/or present professional development activities for teachers, administrators, and support staff.
7. Prepare and maintain pertinent records and reports.

8. Formulate and disseminate all state mandated special education forms.
9. Facilitate conferences with parents, teachers, support staff, building administrators, agency representatives to plan strategies and interventions which address specific behavioral and/or educational needs of special education students.
10. Determine appropriateness of referrals for special education case study evaluations.
11. Conduct domain meetings for initial referrals for special education case study evaluations.
12. Coordinate the case study evaluation assignments to the principal, psychologist, social worker, speech/language pathologist, teacher, nurse and others as appropriate.
13. Coordinate and/or conduct Eligibility Determination Conference (EDC) meetings to analyze the case study evaluation components and determine eligibility for special education services according to Macon-Piatt Special Education criteria.
14. Coordinate and/or conduct Individualized Educational Program (IEP) meetings to determine appropriate goals and objectives and placement of students who are eligible for special education services.
15. Conduct annual reviews for students receiving special education services.
16. Participate in special education administrative meetings, advisory committee meetings, and task force meetings as assigned.
17. Maintain liaison with superintendents, principals, assistant principals, deans, department chairs, and other special education administrators.
18. Practice professional renewal through a variety of means such as attending conferences, workshops, and seminars and participating in professional organizations.
19. Perform such other tasks and assume such other responsibilities as may be assigned.

#### **TERMS OF EMPLOYMENT:**

Salary is based upon salary schedule established through the Administrative District's Board. 200 days per year.

#### **GRADE LEVEL: 13**

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Administrative District's Board policy on Evaluation of Professional Personnel.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, read, and see. The employee is occasionally required to walk, use hands and fingers to handle or operate computers, objects, tools, or controls, reach with hands and arms, lift, stand, bend, reach, twist, and crawl. The employee must occasionally lift and/or move up to 20 pounds.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Employee must be able to work with frequent interruptions. Employee must hold a valid driver's license and must be able to transport self to multiple District sites. Employee must be able work independently and must be able to work in a stressful environment. Employee may be able to work long, odd hours as well as some weekend hours. Employee must have excellent skills in Microsoft Word and Microsoft Excel.