



# GLOUCESTER COUNTY PUBLIC SCHOOLS OFFICE OF HUMAN RESOURCES

## POSITION DESCRIPTION

**POSITION TITLE:** **Special Education Specialist**  
FLSA: Exempt/246 days/12 month

**GENERAL STATEMENT:** The Special Education Specialist is responsible for planning, developing, implementing, and monitoring the division's special education programs for identified schools. Position chairs eligibility meetings, as well as IEP meetings and manifestation determination meetings as needed. Interprets state and federal regulations related to special education; serves as a resource and advisor to principals and teachers regarding assigned special education programs; provides staff development and supervises staff.

**QUALIFICATIONS:**

1. Must hold a Virginia license with endorsements in Special Education and Administration and Supervision
2. Master's Degree in Special Education or related field.
3. Five (5) years of experience in a field related to special education within a school setting
4. Knowledge of special education regulations for the Commonwealth of Virginia
5. Excellent communication and organizational skills.
6. Ability to develop and provide in-service training to staff, to interpret test data, and to interpret state special education regulations and inform staff of any changes.
7. Proficiency in the use of technology and software programs.
8. Ability to work cooperatively with many different personalities and to handle crisis situations.
9. Ability to make independent decisions in accordance with established policies and procedures
10. Must be able to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
11. Satisfactory completion of all onboarding requirements prior to first day of employment, including, but not limited to:
  - Documentation of eligibility for employment in the U.S.
  - Virginia State Police/FBI criminal history background check
  - Virginia Department of Social Services background check
  - Tuberculosis test/screening completed within the last 12 months

### ESSENTIAL DUTIES:

1. Communicates via telephone, mail, and in person with out of division placements.
2. Develops and implements division-wide training.
3. Monitors Individual Education Plans (IEP) for compliance and time lines.
4. Analyzes regulatory information.
5. Communicates and confers with parents, teachers, administrators, and other professionals.
6. Attends and or conducts meetings (eligibility, IEP, conferences, staff).
7. Responsible for assisting in the development, implementation and evaluation of programs and services for students with disabilities.
8. Assists in the application, implementation, and evaluation of various grants.
9. Assists in resolving educational issues related to all aspects of the provision of special education services.
10. Works cooperatively with all departments within the division and makes use of resources to improve the efficiency of special education programs.

*POSITION DESCRIPTION CONTINUED ON NEXT PAGE...*

### **ESSENTIAL DUTIES CONTINUED:**

11. Assists principals in the supervision of special education instruction through classroom visits and consultations with school personnel and parents.
12. Keeps abreast of all new developments in the area of special education and disseminates information to staff and teachers.
13. Supervises related services personnel
14. Supervises other programs related to special education (jail services, Extended School Year services (ESY), and out of division placements
15. Acts in a courteous and respectful manner, using good judgment and appropriate communication skills at all times.
16. Maintains a high level of ethical behavior and confidentiality regarding students, parents, and other staff members, in and outside the office.
17. Models non-discriminatory behavior in all activities.
18. Performs related work assigned as required.

**PHYSICAL REQUIREMENTS:** Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. No significant climbing, bending, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and other repetitive motions.

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Gloucester County Public Schools reserves the right to delete, add, or revise provisions of this position description. This includes the position title, minimum and preferred qualifications, working conditions, and essential duties. Gloucester County Public Schools does not discriminate on the basis of race, color, national origin, veteran status, sex, gender, creed, marital status, age, or disability in its educational programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504 and ADA regulations.