



Director of Exceptional Achievers

Job Description

Reports to: Assistant Superintendent

Supervises: All Special Education Staff

Evaluated by: Assistant Superintendent

Evaluation period: Annual

Location: District Exceptional Achievers Office

Purpose of the Position:

The Director of Exceptional Achievers provides strategic leadership and administrative oversight for all special education programs, services, and personnel, ensuring equitable access and compliance with federal and state regulations. The Director collaborates with district and building leadership to design, implement, monitor, and improve services and supports for students with disabilities from ages 3 to 21, promoting inclusive practices and high expectations for achievement.

Education and Experience

- Master's Degree required; Ed.S., Ed.D., or Ph.D. preferred
- Valid Indiana Director of Exceptional Needs license or eligible to receive
- Minimum 5 years of successful special education teaching and development of IEPs
- Deep knowledge of IDEA, Article 7, Section 504, MTSS, and inclusive service delivery models
- Experience leading IEP teams, compliance reviews, and professional development

Responsibilities and Duties:

- Establishes and communicates a district wide philosophy of least restrictive environment for serving students with special needs
- Serves as an advocate for students with special needs, and their parents/guardians.
- Maintains high expectations for all staff who interact with, and serve students with special needs.
- Ensures all staff who serve students with special needs have the appropriate level of training, and resources to meet the needs of their students.
- Collaborates with and provides guidance to the building administration in recruiting, hiring, supervising, and evaluating building-level special education staff, including teachers, instructional assistants, and social workers.
- Collaborates with school principals and school special education teachers for the purpose of implementing and maintaining services and/or programs.
- Sets staffing levels for school special education programs to provide services with fiscal efficiency.
- Directs personnel to deliver services that conform to established guidelines.
- Develops proposals, new programs, budgets and grants to meet district goals.
- Collaborates with school-based administrators and central office administrators regarding the discipline of students with special needs.
- Evaluates and monitors exceptional achiever programming and the implementation compliance with regulations in each location.
- Facilitates meetings and processes to implement and maintain special education programs and services of the district.
- Implements assigned programs and/or projects to conform to district and state curriculum and/or instructional objectives.
- Manages fiscal resources, writes special education grants, prepares budgets, directs spending, and monitors maintenance of effort to assure fiscal efficiency in providing required services.

- Prepares documentation and reports data to the Indiana Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations.
- Communicates information on programs, services, and regulations to school personnel, parents, the School Board and other districts.
- Recruits, hires, supervises, and evaluates district-level special education staff including administrators, teachers, speech pathologists and assistants, school psychologists, occupational therapists, physical therapists, and support staff to provide special education services.
- Oversees and directs the allocation of special education FTE to schools
- Serves as the district representative for IEP meetings when resources beyond school budgets may be considered.
- Serves as the district liaison to the Indiana Department of Education for coordination of Special Education services; and manages special education complaints.
- Facilitates and/or participates in complaints, mediation, and due process with the Indiana Department of Education and the Office for Civil Rights pertaining to students with disabilities; manages mediation and due process procedures.
- Coordinates with outside agencies to provide services to students, staff, and families.
- Directs the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the district.
- Supervises the training of all special education staff including instructional assistants to assure well-trained personnel.
- Engages all new staff members in effective induction procedures and facilitates continued professional development through ongoing training opportunities.
- Reviews and revises Board Policy, administrative guidelines, and district procedures for special education as is needed or required
- Conducts ongoing needs assessments, collects and analyzes data, and uses pertinent data to refine and improve Special Education services and programs.
- Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities.
- Assists other personnel as may be required to support them in the completion of their work activities.
- Advises Superintendent and District Executive team regarding special education and other matters.
- Maintains open lines of communication regarding special education with all interested parties; responds to concerns of parents, teachers, building and central office administrators, and community members.
- Establishes a program to ensure that all parents of students with special needs understand their rights, and understand the processes regarding eligibility, evaluation, and IEP development.
- Ensures that parents of students with special needs are treated as equal and important members of the IEP team for their child.
- Collaborates with stakeholders to develop and implement district strategic plan and goals.
- Analyzes test data for the district and collaborates with building administrators in order to evaluate instructional programs for students with special needs.
- Supervises and evaluates district special education staff.
- Facilitates staff professional development based on student needs.
- Advises on the design, furnishings, and equipment for special education classrooms and facilities.
- Performs any other duties as assigned by the Superintendent.

Knowledge and Skills

Visionary leadership with the ability to navigate complex systems; ability to work collaboratively with principals to implement and monitor special education programs; ability to work in a supportive, collaborative role with staff in all departments and offices; ability to interface with other departments to coordinate reciprocal services for achieving special education goals; ability to interpret and remain current on all federal,

state, and local mandates for special education and Section 504 services and to ensure that the school district is in compliance; handle confidential information discretely and professionally; use discretion and exercise sound judgment; exceptional public relations/interpersonal skills to respond to parents and advocacy groups and to serve as the school district's lead representative/contact person for special education programs; effective management, supervisory, team-building, and problem solving skills

Terms of Employment:

Salary commensurate with experience and qualifications

Benefits determined by the Administrative Fringe Benefits Schedule.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.