

PASS CHRISTIAN PUBLIC SCHOOL DISTRICT

DIRECTOR OF SPECIAL EDUCATION

MSIS COURSE/WORK CODE(S):

131001 - Special Education Supervisor - Responsible for the administration of the special education program in the district.

Required Endorsement(s): 486,487,488 or 489 and either 202-204

QUALIFICATIONS:

Minimum of Master's degree in administration and three years administrative experience at the school and/or district level.

REPORTS TO:

Superintendent and/or Designee

SUPERVISES:

All certified and classified personnel assigned to the areas of Special Education and Gifted.

JOB GOALS:

To supervise a program that provides appropriate educational opportunities aligned with state and federal laws for all exceptional students and to fulfill other administrative tasks to assist in the overall administration of the district.

PERFORMANCE RESPONSIBILITIES:

1. Assume all responsibilities for developing, organizing, directing and maintaining special education and gifted programs.
2. Assists building Principals in developing and evaluating special education and gifted classes and teacher performance.
3. Makes regularly scheduled visits to all special education and gifted classes.
4. Organizes, plans and conducts in-service programs relating to special education and gifted.
5. Contract with providers to support all components of special education programming to support a Free and Appropriate Public Education (FAPE) to all students with

disabilities.

6. Responsible for conducting and maintaining an ongoing Child Find aimed at locating and identifying handicapped children and developing programs as needed.
7. Supervise all aspects of School Psychological program.
8. Serves as consultant to special education and gifted teachers.
9. Supervises the referral process of children from Child Find and in-school referrals according to Federal and Mississippi Department of Education guidelines through assessment, eligibility, and IEP development.
10. Keep Superintendent informed on continuous basis regarding special education program, special education personnel, "trouble spots", and parent/school relations.
11. Attend State Department of Education or special meetings designed to improved special education services and all exceptional children.
12. Assist in recommending and implementing policy.
13. Serve as agency representative on Local Survey Committee as appropriate or requested.
14. Serve as district-wide coordinator for each state and federal compliance review for special education and gifted.
15. Collect program evaluation data for purposes of revising programs or planning new programs which coordinate with overall district programs and mission.
16. Coordinates selection and purchasing of adequate and appropriate instructional materials to facilitate individualized instruction.
17. Assure that program operation is within federal and state guidelines and conforms to local district policies and procedures.
18. Supervise the IEP process, compliance reviews, and procedural safeguards.
19. Plan and administer all areas of extended school programs for special education standards, i.e., student eligibility, special programming and related services, budgets and reporting.
20. Complete all local, state and federal forms required in accounting for handicapped and gifted students.
21. Complete annual Individuals with Disabilities Education Act Part B and Preschool

Application and all amendments for Pass Christian Public Schools. Prepare coordinating budgets and proposals for approval by business manager, Superintendent, and school board.

22. Complete annual State Performance Plan in conjunction with data from Annual Performance Report with input from leadership team.
23. Complete all Program Management requirements from the Mississippi Department of Education Office of Special Education: December 1 Count, Extended School Year Application, Educable Child Application, Interpreter Application, Positive Behavior Specialist Application, and Maintenance of Effort requirements.
24. Supervise Alternative and alternate testing of Students with Disabilities to include teacher training, delivery to state department, and all testing compliance requirements.
25. Agree to all state and local requirements for staff development credit, administrative professional development, and recertification.
26. Perform such other tasks and assumes such other responsibilities as the Superintendent and/or Designee may assign from time to time.

TERMS OF EMPLOYMENT:

Salary and length of contract to be determined by the Board of Trustees.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of Board policy on evaluation of administrative personnel.

APPROVED BY:

_____ DATE: _____

REVIEWED AND AGREED TO BY:

_____ DATE: _____

REVISED APRIL 2013