

**SECTION I: GENERAL INFORMATION**

<b>Position Title: Director of Special Education</b>	<b>Department: Special Programs</b>
<b>Reports to: Executive Director of Special Programs</b>	<b>FLSA Status: Exempt</b>
<b>Classification:</b>	<b>Bargaining/ Work Unit: Management Team</b>
<b>Position Last Updated: May 2026</b>	<b>Next Position Description Update:</b>

**SECTION II: JOB SUMMARY**

Responsible for providing leadership and oversight of the district's special education programs serving students ages birth-22. This includes ensuring compliance with federal, state, and local regulations, managing special education staff, and collaborating with other district administrators, staff, students, and the community to meet the educational needs of students with disabilities. The Director also works on developing and implementing policies, procedures, and programs to support special education services across the district.

**SECTION III: DUTIES AND RESPONSIBILITIES**

**Statement of Duty/ Responsibility: Program Management**

**Tasks involved in fulfilling above duty/ responsibility:**

- Provides leadership and administration for the special education department, ensuring compliance with federal, state, and local policies and regulations.
- Develops and implements policies, procedures, and programs to support special education services.
- Ensure the alignment of department practices with the District's beliefs, mission, and strategic initiatives
- Provides expertise and guidance on the district's leadership teams and leads strategic planning in special education.
- Coordinates the maintenance, security, and transfer of complete and cumulative individual records for students receiving special education.
- Oversees due process procedures as defined by state and federal law pertaining to special education students.
  - Ensures appropriate paperwork is completed on time and processes and procedures are followed
  - Oversees the development and implementation of Individualized Education Programs (IEPs) for students with disabilities.
  - Ensures that all documentation and records related to special education are accurately maintained and updated.
- Ensures accurate data is available as needed for decision-making and is in compliance with District policies and any applicable Federal, State, or local regulations.
- Provides leadership, supervision, and direction to department staff, and ensures that staff members have the information and resources to perform their roles and responsibilities.
- Oversight and direction of Third Party billing.

- Oversight of student placement in Intermediate 287 programs and other out-of-district placements.
- Review budget reports and meet with the Executive Director of Special Programs at regular intervals to effectively monitor individual program budgets.
- Oversees and monitors the Home Bound program to ensure the appropriate types and levels of educational programming are being provided for students whose needs cannot be met in a typical school setting.
- Assures compliance with district, state and federal policies.

### **Statement of Duty/ Responsibility: Special Education Staff Supervision and Support**

#### **Tasks involved in fulfilling above duty/ responsibility:**

- Directs and supervises the work of the special education supervisor.
- Actively participates in recruiting, selection, mentoring, and ongoing evaluation of special education staff in collaboration with building principals and program supervisors.
- Manages leave requests of licensed staff including working with outside agencies to fill short-term staffing needs
- Supervises the staff of South Education Center Transitions + Program and Early Childhood Special Education staff.
- Approves payroll, expenditures, and staffing in collaboration with the Executive Director of Special Programs.
- Plans regularly scheduled meetings for direct reports including, Special Education Leads, Psychologists, Speech/Language Pathologists, DAPE, SEC staff, and ECSE.
- Completes probationary and on-cycle observations for DAPE staff, Transition + staff, and ECSE staff.
- Coordinates, leads, and provides professional development opportunities for licensed and non-licensed staff.
- Coordinates placement of student teachers and practicum students with in-state post-secondary programs.
- Provides leadership and coaching for special education department leads.

### **Statement of Duty/ Responsibility: Special Education Instructional Leadership and Curriculum Support**

#### **Tasks involved in fulfilling above duty/ responsibility:**

- Directs and monitors the application of curricula based on research-based best practices for special education.
- Partners with teaching and learning to align special education curricula and instruction.
- Collaborates with district administrators, school principals, and staff to integrate special education programs within the general education setting.
- Oversees the implementation of approved assessment tools.
- Evaluate selected curricula and assessment tools to determine the effectiveness of implementation and impact on student growth.
- Analyzes evaluative data and staff feedback to determine professional development needs.

### **Statement of Duty/ Responsibility: Communication, Collaboration, Conflict Resolution**

#### **Tasks involved in fulfilling above duty/ responsibility:**

- Implements principles and strategies that will result in the meaningful involvement of parents/guardians in their student's education through supporting general parent engagement and advisory roles.
- Facilitates the Special Education Advisory Committee.
- Addresses and resolves issues related to special education services, including conflicts and disputes.
- Collaborates closely with building administrators and district-level administration to ensure the effective and cohesive delivery of special education programs and services across the district.

- Works closely with the Transportation department to help ensure that students with disabilities are transported to school and other programs in a manner that meets their schedules and special needs.
- Intermediate 287 - special education member lead.
- Establishes and maintains partnerships with relevant agencies and organizations.
- Collaborates with other district personnel for student support as needed.
- Coordinates and facilitates communication between special education staff, parents, and external agencies.
- Consult with school personnel and parents of children with disabilities regarding appropriate programming and/or follow-up services and ensure appropriate reporting to parents.
- Participates in all meetings as assigned including local, state, and regional meetings.

#### **SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Knowledge:**

- Knowledge of best practices in special education.
- Knowledge of and ability to work with families of children with disabilities.

##### **Skills:**

- Skilled in problem analysis, data collection and problem solving.
- Excellent oral and written communication skills.
- Excellent interpersonal relationship skills.
- Proficient in creating and maintaining budgets.

##### **Abilities:**

- Ability to make decisions and act within the district and program policies, procedures and guidelines.
- Ability to meet the needs of diverse learners, deal with classroom management, and paperwork.
- Ability to work as a team member.
- Ability to make formal presentations effectively present information and respond to questions from administrators, teachers, other district employees, students, and the general public.
- Ability to organize, direct and administer programs and personnel.
- Demonstrated competence in dealing with complex problems of an administrative nature, particularly dealing with the implementation and ongoing evaluation of Federal, State and local mandates.

#### **SECTION V: EXPERIENCE/ CERTIFICATION REQUIREMENTS**

- Master's Degree in Special Education or related field
- Director of Special Education License

#### **SECTION VII: WORK ENVIRONMENT**

- At least five years of overall practice in special education and preferred at least three years supervisory/administrative experience in special education and related services programs in a public school setting.
- Demonstrated competence in dealing with complex problems of an administrative nature, particularly dealing with the implementation and ongoing evaluation of Federal, State, and local mandates.

#### **SECTION VIII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS**

- A clear and demonstrated commitment to the District mission. Richfield Public Schools inspires and empowers each individual to learn, grow and excel.
- Perform assigned responsibilities in a manner consistent with the District's established Core Values.
- Advance the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.
- Commitment to providing safe and positive learning environments.
- Ability to work collaboratively and maintain effective working relationships.
- Commitment to student-centered service, efficiency, and continuous improvement.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED