

Concord School District Job Description

Title: Special Education Director-Concord High School

Reports To: District Director of Student Services

Summary

This position provides oversight of all aspects for building level special education, including IEP development and management, placement of students, provision of special education and related services, scheduling of students, assigning case management, supervising, and evaluating special education teachers, related service providers, and paraprofessionals, and scheduling of specialized transportation. Performs all other related work as required.

Essential Functions

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides oversight of all processes and procedures related to the provision of special services in the assigned building.
- Ensures that all identified students have current IEPs and placement.
- Oversees and maintains a schedule of IEP team meetings to ensure staff are following rules and regulations regarding IEPs, placements, and eligibility determination.
- Serves as the LEA representative at IEP team meetings.
- Supervises and evaluates Special Education Teachers, related Service Providers, Paraprofessionals and Administrative Assistant to the Special Education Director.
- Works in collaboration with the Principal and Assistant Principals as part of the building leadership team.
- Works with building leadership in team building between special education and regular education.
- Provides oversight of hiring to ensure adequate staffing for the provision of special education services.
- Develops and maintains staff schedules to ensure compliance with IEP requirements.
- Serves as the primary contact for parents of students with disabilities. Responds to concerns in a timely manner and works proactively to address concerns.
- Works with District Director of Student Services in budget development.
- Coordinates, plans, and leads relevant professional development activities.
- Coordinates and plans for Extended School Year services.
- Serves as a member of the Student Services Team (SST).
- Oversees building level Medicaid management.
- Performs similar or related work as required, directed or as situation dictates.

Minimum Qualifications

Master's Degree in Special Education or related field; five to seven (5-7) years of special education teaching experience; Licensed by New Hampshire Department of Education as Special Education Administrator.

Knowledge, Ability, Skill

- Knowledge of special education best practices, commitment to maintain client confidentiality and knowledge of all state and federal policies and laws. Knowledge and understanding of special education programming.
- Ability to establish and maintain effective working relationships with students, parents, and staff members. Ability to provide leadership and actively build positive relationships with others.
- Expertise and skill in utilizing personal computers, popular word processing, database, and spreadsheet applications. Excellent customer service and interpersonal skills. Excellent written and oral communication skills. Strong organizational skills.

Supervision

- Works under the direction of the District Director of Student Services
- Supervises Special Education Teachers, related Service Providers, Paraprofessionals, and Administrative Assistant to the Special Education Director.
- Performs varied and responsible duties requiring a thorough knowledge of Special Education operations and work involves the exercise of considerable independent judgment and initiative particularly in situations not clearly defined by precedent or established procedures.