

SHAWNEE MISSION SCHOOL DISTRICT

Position Title	Director of Special Education
Department	Special Education
Reports To	Deputy Superintendent
Salary Schedule	Please refer to the Shawnee Mission School District web site for guidance on this certified position: http://humanresources.smsd.org/Pages/salary-schedules.aspx .

SUMMARY:

This position will provide leadership to effectively build a comprehensive vision, outline a strategic plan and implement measures of evaluation and accountability for the operation and supervision of the Special Education Department

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Leads and supervises the function of the special education department in compliance with the policies and procedures of the Board of Education, federal, state and local laws, regulations and mandates.
- Collaborates with stakeholders to design annual and long-term objective for department operation and achievement.
- Communicates District goals, objectives, policies and procedures to staff members, agencies and the community.
- Annually evaluates department efforts to achieve documented goals and objectives.
- Establishes and models expectations related to collaboration within the department and amongst other district departments.
- Assists in special education policy development and implementation.
- Interprets federal, state and local special education policies and procedures to staff members.
- Coordinates the implementation and monitoring of special education grants, projects, programs and associated staff development activities.
- Collaborates with department leadership, the Human Resources department, building and district administrators to establish levels of staffing that comply with state and district provisions and effectively address the needs of identified students.
- Collaborates with the Human Resources department to determine staffing assignments for classified and certified special education personnel.
- Provides leadership, communication and training that insures exceptional children are identified and receive appropriate services.
- Assists in the development and adaptation of curriculum and evaluates the effectiveness of instructional programs on student growth.
- Implements a systematic process for the department budget development

and monitors the expenditures of funds including district special education expenditures.

- Prepares reports as required by the federal, state and local authorities for reimbursement as well as those required by the Board of Education and the superintendent.
- Serves as a consultant and/or coordinator in the disposition of legal cases involving the special education department.
- Plans for the systematic maintenance of special education student records, the MIS (Management Information System).
- Serves as a liaison between the public school and outside agencies serving exceptional children.
- Consults with the Human Resources department to effectively engage district employment process and requirements when selecting and assigning candidates to department positions.
- Establishes, communicates and provides training related to high expectations for staff performance.
- Evaluates personnel in compliance with district policy and procedures.
- Attends, participates and/or coordinates, when appropriate, department, district, local and state meetings.
- Develops and implements training for all district administrators in special education functions.
- Demonstrates commitment for professional development including organizing, participating in and supporting special education professional's development activities.
- Completes other duties as assigned.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The successful candidate:

- Must possess a valid Kansas educator license.
- Must possess special education administrative licensure and district-level administrative license in the State of Kansas.
- Must have knowledge of principles and practices of public school education and related special education services and ability to apply them to the needs of the district.
- Must possess exemplary communication skills (written and verbal).
- Must have the ability to plan, organize and coordinate special education programs including various models for teaching exceptional children.
- Must have the ability to direct and supervise others and develop effective working relationships with the staff, agencies and community.
- Must have knowledge and ability to utilize appropriate technology

- Must be able to demonstrate the abilities to implement best practices and the motivation to set and achieve high performance levels.
- Must have a desire to continue career improvement by enhancing skills and job performance.

EDUCATION AND/OR EXPERIENCE:

- Hold district level administrator license for special education in the state of Kansas.
- Master's degree or higher in special education, Educational Leadership or related field.
- Previous experience as district level administrator (5 years required).

LANGUAGE SKILLS:

The Director shall:

- Communicate well; both in written and verbal contexts with parents, patrons, staff and students
- Lead presentations and discussions in large and small group settings
- Read and interpret documents including policies, procedures, curriculum guides, instructional program guides, lesson and unit plans, and assessment data
- Write routine reports and correspondence
- Ability to read and interpret documents including the analysis of district assessment data. Ability to effectively write detailed reports and correspondence. Ability to communicate well, verbally and in writing, with parents, patrons, staff and students. Ability to speak in front of large and/or small groups. In addition, as an organization/community that reflects and appreciates diversity, bilingual communication skills are noted and valued.

OTHER SKILLS AND ABILITIES:

The Director of Special Education shall:

- Operate a personal computer and related applications (MS Office)
- Communicate clearly and concisely, both orally and in writing
- Collaborate with teachers, administrators and colleagues
- Perform duties with awareness and commitment to all district requirements and Board of Education policies
- Communicate positively with colleagues, parents and patrons as well as other members of the community.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must have ability to travel in personal or school district vehicle.
- Must be flexible regarding scheduling, working conditions and location of work.
- May require some physical exertion

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Must be able to occasionally work in noisy and crowded environments with numerous interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.