



**WESTERVILLE CITY SCHOOLS
OFFICE OF HUMAN RESOURCES**

JOB DESCRIPTION

POSITION: DIRECTOR OF SPECIAL EDUCATION

WORK SCHEDULE: Administrator – 12 Month – 260 Days

REPORTS TO: Executive Director of Specialized Learning Programs

SUPERVISES: Coordinators of Special Education
Secretarial Staff within Special Education Department

JOB SUMMARY: The Director of Special Education is responsible for developing comprehensive special education programs that address the diverse needs of students with disabilities while ensuring full compliance with federal, state, and local regulations, including the Individuals with Disabilities Education Act (IDEA). The role includes overseeing the evaluation and assessment processes to identify students with special needs, managing the department's budget, providing professional development and support for special education staff, and fostering collaboration with parents, guardians, and external agencies. The Director also promotes inclusive practices within the school, advocates for the needs of students with disabilities, and evaluates the effectiveness of programs, making data-driven adjustments as needed.

NOTE: The lists below are not ranked in any particular order of importance.

QUALIFICATIONS:

- Valid Ohio Administrative License
- Master's degree in school administration
- A minimum of five (5) years combined of successful special education professional experience as a teacher and administrator

ESSENTIAL FUNCTIONS:

- Develop comprehensive special education programs that meet the diverse needs of students with disabilities
- Ensure full compliance with federal, state, and local regulations specific to special education, including the Individuals with Disabilities Education Act (IDEA), and monitor staff adherence.
- Oversee evaluation and assessment processes for identifying students with special needs and determining their eligibility for services
- Manage the special education budget, ensuring efficient allocation of resources and necessary tools and materials
- Provide ongoing professional development, supervision, and support to special education teachers, aides, and other support staff
- Promote inclusive practices within the school to integrate students with disabilities into general education settings
- Foster collaboration with parents, guardians, external agencies, and other stakeholders, engaging them in educational planning and support processes.
- Regularly assess the effectiveness of special education programs and interventions, making adjustments based on data-driven insights
- Facilitate conflict resolution and mediate discussions among school staff, parents, and external partners regarding student needs and program implementations

- Maintain clear and compliant records
- Monitor and recommend changes in policy and procedures relating to special education
- Organize and chair meetings related to special education
- Oversee hiring of special education staff
- Serve as a liaison to the Ohio Department of Education and Workforce, Office for Exceptional Children, Regional Support Team, and other special education service-related groups
- Fulfill any other tasks and responsibilities assigned or requested by the Superintendent, Deputy Superintendent, Assistant Superintendent of Teaching and Learning, or designee

EXPECTATIONS:

- Advocate for the rights and needs of students with disabilities within the school community
- Create and maintain special education programs that meet the diverse needs of students with disabilities, facilitating their integration into general education settings
- Evaluate the effectiveness of special education programs and interventions, utilizing data-driven insights to make necessary adjustments
- Actively seek out diverse perspectives, advocating for marginalized groups, and creating a supportive and inclusive work environment where all individuals have equal opportunities for success
- Uphold compliance with all Board policies

OTHER CONDITIONS:

- Frequent, repetitive hand use (e.g. writing, typing, use of technology, etc.)
- Occasional local travel (e.g. school buildings, community events, etc.)
- Occasional evening/weekend work (e.g. committee meetings, board meetings, etc.)

TERMS OF EMPLOYMENT:

Work calendar, salary, and benefits established by the Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of Board of Education Policy on Evaluation of Professional Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow instructions and perform duties required by the employee's supervisor(s). All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education and Workforce Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.

Revised June 2024