

DIRECTOR OF EXCEPTIONAL EDUCATION

- QUALIFICATIONS:**
1. Director of Special Education and Pupil Services -80 or Special Education Supervisor - Level A-81
 2. Masters Degree
 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: District Administrator

SUPERVISES: EEN and related programs

JOB GOAL: To enable all students to benefit from their educational opportunities to the fullest by eliminating, as far as possible, those problems that prevent or interfere with the student's learning.

PERFORMANCE RESPONSIBILITIES:

1. Assists in the adaptation of school policies to include exceptional education needs;
2. Recommends policies and programs essential to the needs of exceptional children;
3. Keeps informed of all legal requirements governing exceptional education;
4. Provides leadership in establishing new programs and developing improved understanding of existing programs;
5. Develops and initiates survey programs for continuous identification of exceptional children;
6. Supervises and coordinates exceptional education programs which include classes for students who are mentally handicapped; learning disabled; emotionally handicapped; visually impaired; auditorily impaired; physically impaired; in need of AODA rehabilitative services; and At-Risk;
7. Evaluates existing programs as an ongoing responsibility, and recommends changes and additions as needed;
8. Establishes procedures for placement, evaluation, assignment, and re-appraisal of students with regard to the exceptional education services program;
9. Develops procedures for referral, securing medical reports, psychological examination, and placement;
10. Supervises and coordinates home instruction for homebound or hospitalized students;
11. Evaluates any personnel serving in the exceptional education area that are not assigned to a definite building;
12. Assists in recruitment, selection, and recommendation for hiring of any exceptional education personnel;
13. Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful;

14. Develops and maintains complete and cumulative individual records of all children receiving exceptional services or enrolled in special classes;
15. Supervises preparation of attendance reports and similar data necessary to reimbursement of funds, collecting of tuition for out-of-district students, and similar fiscal matters;
16. Arranges for transportation of all children placed in exceptional education classes;
17. Develops budget recommendations and provides expenditure control on established budgets for exceptional education based on special state and federal grants;
18. Keeps informed of the state of financial aid for exceptional education;
19. Interprets the objectives and programs of the exceptional education services to the Board, the administration, the staff, and the public at large;
20. Maintains a permanent inventory of equipment purchased for special education through special funds or grants;
21. Establishes procedures for requisitioning, ordering, and paying for exceptional education equipment and supplies purchased through special funds or grants;
22. Approves all supplies, materials, and texts used by exceptional education personnel purchased with state or federal grant monies;
23. Evaluates on an ongoing basis, the total exceptional education program, curriculum, procedures, and individual student's needs and achievements;
24. Makes recommendations on design, furnishings, equipment, and location of new exceptional education facilities;
25. Provides programs of a remedial nature to supplement regular classroom instruction for those students with learning or visual disabilities;
26. Consults with parents of students enrolled in the program;
27. Assumes responsibility for own professional growth and development; for keeping current with the literature, new research findings, and improved techniques; and for attending appropriate professional meetings and conventions;
28. Directs a program to provide counseling for individuals and groups of students and parents in the Exceptional Education Program;
29. Collaborates with teachers, principals, and other school personnel in sharing information and understanding about a student, and establishes and plans for respective roles in the modification of the student's behavior;
30. Directs case study services for students including the identification, diagnosis, follow-up, and referral of students with problems related to attendance, mental health, or learning disabilities;
31. Provides or recommends appropriate special services for groups of exceptional students and their parents;
32. Recommends placement of individual students with special needs in those educational situations best suited to their requirements;

33. Assists in recruiting, screening, assigning, evaluating, and training staff members for the various branches of student personnel services;
34. Conducts inservice workshops and training and development programs for members of the department and for selected teachers;
35. Coordinates referrals to school and community resources;
36. Establishes effective liaison with the various offices and agencies within the community that may provide specialized or professional help to students and their parents, and serves as the referral agent to those offices and agencies;
37. Establishes effective working relationships with other institutions of the town, region, and state that may be of use to teachers, parents or students;
38. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.