

Director
Job Description

- TITLE: Director of Special Education Programs and Services
- QUALIFICATIONS: Type 75 Administrative Certificate and State approval as Administrator of Special Education Experience must include at least three years as a special education teacher, administrator, and/or related service personnel. Knowledge of federal and state special education laws, regulations and funding concepts.
- REPORTS TO: Kendall County Special Education Governing Board
- SUPERVISES: Coordinates the direct and/or technical supervision of all Kendall County Special Education cooperative personnel and special education personnel of the Cooperative's member districts.
- FUNCTION: To administer, supervise and direct Special Education cooperative in accordance with Kendall County Special Education Cooperative Governing Board policies.

RESPONSIBILITIES- ADMINISTRATION

1. Assists in the development, implementation and monitoring of Kendall County Special Education Cooperative procedures and programs consistent and compatible with the Administrative Code for Special Education.
2. Facilitates the timely completion of ISBE forms regarding special education personnel, child count and summer school and private facility placements.
3. Develops and monitors federal and state grant applications consistent with needs assessment and budgetary considerations.
4. Prepares and administers an annual budget in accordance with Governing Board direction and ISBE guidelines.
5. Participates in meetings of the Governing Board.
6. Executes policies, procedures and contracts established by the Governing Board.
7. Recruits, interviews, selects and recommends the employment of teachers and other personnel.

8. Develops recommendations considering the long and short range planning and development of special education programs, services and materials.
9. Evaluates and facilitates the evaluation of KCSEC personnel in accordance with established procedures, job descriptions and indicators of performance.
10. Insures that student placements are in compliance with state and federal laws or mandates and are coordinated with consideration to local district resources, services and policies.
11. Insures the coordination, scheduling and participation of appropriate personnel to participate in IEP meetings, staffings and annual reviews and facilitates the compilation of documentation for student records.
12. Facilitates the implementation of special events for special education students.

SUPERVISION

1. Coordinates the direct and technical supervision of classroom special education teachers and speech therapists.
2. Coordinates the development, implementation, evaluation and revision of specialized curriculum used in special education programs.
3. Coordinates with universities, local districts and ESC in the participation of personnel in model projects, research, student-teacher placements and strategic planning.
4. Provides direction for the adoption and evaluation of instructional materials, evaluation instruments and curriculums.
5. Assists staff in long and short range planning and scheduling.
6. Provides for the orientation of staff to the policies, procedures and philosophy of the KCSEC and local school districts.
7. Provides assistance to parents, administrators, regular and special education teachers in appropriate programming options of students while meeting legal obligations.
8. Coordinates and provides pupil services including intake services, IEPs, annual reviews, classroom assignments and student schedules.

INSERVICE

1. Coordinates the development of continuous inservice program designed to improve the professional staff and parent knowledge.

2. Interprets and disseminates information regarding state/federal rules and regulations.
3. Prepares information for district administrators regarding student placements, progress reports, staff effectiveness and program development.

COMMUNICATION

1. Provides on-going communication with district and Cooperative personnel as well as with parents.
2. Acts as a liaison with community, county, regional and state officers and agencies regarding matters pertinent to special education.
3. Provides and interprets information to public organizations and parent groups regarding special education.
4. Prepares and reviews news releases and publications.
6. Other duties as assigned.

LEADERSHIP

1. Predetermines a course of action, planning, arranging and relating work for the effective accomplishment of objectives and organizing.
2. Demonstrates initiative through an assertive effort to shape outcomes.
3. Identifies and separates essential facts or issues; deals with intangible issues in addition to "hard" facts; considers alternatives; has a breadth of perspectives; knows how to research problems to acquire necessary data.
4. Ability to come to conclusions and shape decision-making based upon both tangible and intangible evidence and data; uses good sense about essential issues and concerns.
5. Recognizes implication of efforts and is able to reach mutual satisfaction among concerned parties.
6. Effectiveness in oral and written skills that demonstrates getting the message across efficiently and effectively.
7. Effectiveness in getting people to accomplish a current goal or task.
8. Adjustable to change and capable of modification.

9. Formulates new perspectives and ideas;
10. Achieves identifiable contributions to own area of responsibility and accomplishes the job.

E. Evaluation:

Annually by the Kendall County Special Education Governing Board.