

Litchfield School District - SAU 27

POSITION TITLE: DIRECTOR OF SPECIAL SERVICES

Job Description Approved By: *Litchfield School Board*

Date: *12/17/14*

General Purpose:	Provide leadership by directing, managing and implementing the district's special education services to students with disabilities.
Reports to:	Superintendent of SAU 27
Supervises:	Special Education Personnel including Speech Pathologists, Occupational Therapists, Physical Therapist, School Social Workers, Behavioral Specialist and School Psychologists Assists building principals, in providing supervision of Special Education Teachers and Paraprofessionals.

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

- Prepare, present, and administer those parts of the SAU 27 budget which pertains to special education.
- Establish and supervise programs that provide services to students who are educationally disabled.
- Collaborate with building principals or designees to ensure 504 compliance and coordinate SAU 27's Section 504 Plan for the education of students with disabilities.
- Act as the liaison for SAU 27 for Homeless Students and collaborate with building principals or designee to ensure compliance with applicable laws and SAU 27 policies and procedures.
- Assists building principals with the selection, placement, supervision, evaluation, and staff development of special education personnel.
- Allocates and manages paraprofessional placements.
- Works collaboratively with building principals and the Director of Human Resources to coordinate, manage and track paraprofessional allocation and placement.
- Collaborate with Litchfield School District building and SAU administrators to ensure a well-coordinated educational program for each K-12 student.
- Coordinate and prepare all state and district reports on special education services.
- Provide expertise to school teams to assist in the evaluation process of unidentified students who have academic, social, emotional and behavioral needs.
- Acquire, disseminate, and produce information related to effective programs and practices in the education of students with disabilities.
- Focus special education services towards accomplishing the district's mission and goals.
- Develop training options and/or improvement plans to ensure the best implementation of special education services.
- Coordinate the acquisition and/or installation of specialized equipment or modifications needed by a student or students.
- Monitor and participate, as necessary, in the development of Individual Education Plans for students to ensure accuracy, completeness, and implementation according to local policy, state and federal regulations.
- Ensure that student progress is evaluated on a regular, systematic basis and the findings are used to improve and make special education services effective.

- Provide leadership in the formulation and implementation of contracts for eligible students receiving services outside of the school district and within the school district.
- Establish and maintain communication by conducting conferences with parents, students, and teachers concerning important issues.
- Maintain records as prescribed by NH statute and communicate with parents regarding Home Education Programs.
- Provide programming and services to students who qualify as English Language Learners.
- Act as the court liaison for students to the local juvenile court system.
- Perform other tasks and assume other responsibilities as assigned by supervisor(s).

Evaluation: Evaluation will be based on ability and effectiveness in carrying out the responsibility as defined. Performance will be reviewed annually by Superintendent in accordance with School Board policy.

TERMS OF EMPLOYMENT: Full time administrative position, year-round, exempt

MINIMUM QUALIFICATIONS:

Education and Experience:

- Master’s Degree in Special Education, or a related field
- NH certification as a Special Education Director
- 5 or more years experience in areas of Special Education

Necessary Knowledge, Skills and Abilities:

- Knowledge of state and federal special education laws and procedures
- Ability to evaluate instructional programs and teaching effectiveness
- Ability to collaborate with state and local agencies and school districts
- Strong organizational, communication, and interpersonal skills
- Demonstrated ability to plan, direct, evaluate, control, and budget the activities of students, teachers, and other personnel in special education in the school district

LICENSURE AND CERTIFICATION REQUIREMENTS:

NH Certification in General Special Education or School Social Worker, Drivers License

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required

10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Occasionally required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Occasionally required
4. Fine Manipulation:	Frequently required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio, postage meter, calculator

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Rarely required
5. Kneeling:	Rarely required
6. Crouching:	Rarely required
7. Climbing:	Not required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>													
Sit	1	2	3	4	5	6	7	8		1	2	<u>3</u>	4	5	6	7	8						
Stand	1	2	3	4	5	6	7	8		1	2	<u>3</u>	4	5	6	7	8						
Walk	1	2	3	4	5	6	7	8		1	<u>2</u>	3	4	5	6	7	8						

Work Performed: **Inside: 100%**
 Outside: 0%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, and the community.

Summary of Occupational Exposures:

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law.