

Sheffield City Schools
Job Description – Executive Director of Special Education & Student Support

TITLE: Executive Director of Special Education & Student Support

QUALIFICATIONS: 1. A valid Alabama Class a Certification in Administration and/or Supervision.
2. Valid Class B teaching certificate in Special Education.
3. Three successful years as a special education teacher.

REPORTS TO: Superintendent

SUPERVISES Special Education and Student Support Associated with:

- Special Education
 - Testing/Referral
 - Compliance
 - Monitoring
 - Mental Health
- Student
 - Assessment/Accountability
- Guidance & Counseling
- 504/Homebound/Homeless
- English Learners (EL)
 - Migrant
- RTI/SST

JOB GOAL: Plans, organizes, leads, directs, and coordinates a variety of programs, projects, and activities related to the function of teaching and learning. Provides administrative leadership to the local principals in the administration and operation of his/her school in developing, achieving and maintaining an excellent instructional program and support services to provide the best possible environment for learning.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Coordinates with principals, teachers and other administrators the total program for exceptional children in each school.
2. Correlates Special Education Program with the total instructional program.
3. Assists in the adaptation of school policies to include special education needs.
4. Recommends policies and programs essential to the needs of exceptional children.
5. Keeps informed of all legal requirements governing special education.
6. Provides leadership in establishing new programs and in developing improved understanding of existing programs.
7. Develops and initiates survey programs for continuous identification of exceptional children.
8. Evaluates existing programs as an on-going responsibility and recommends changes and additions as needed.
9. Assists in recruitment, selection, and recommendations for hiring of any special education personnel.
10. Assumes responsibility for compiling, maintaining, and filing all reports, records and other documents legally required or administratively useful.

11. Approves initial transportation of all children placed in special classes, if transportation is recommended.
12. Develops budget recommendations and provides expenditure control in established budgets for special education.
13. Maintains a permanent inventory of equipment purchased for special education.
14. Evaluates, on an on-going basis, the total Special Education Program.
15. Assumes responsibility for own professional growth and development; for keeping current with the literature, new research findings, and improved techniques; and for attending appropriated professional meetings and conventions.

STUDENT ASSESSMENT RESPONSIBILITIES:

16. Applies an advanced understanding of state laws, rules, policies, and procedures in the specialized area of state and district assessments in order to coordinate all student assessment program activities within Sheffield City Schools.
17. Performs detailed study and analysis of confidential student assessment data.
18. Trains district personnel in the procedures for administration of all state assessments and the laws that affect those assessments.
19. Supervise test administration, test security procedures, and make up administration procedures of each assessment.

COUNSELING RESPONSIBILITIES:

20. Provides leadership in developing appropriate comprehensive counseling and guidance program activities.
21. Serves as a consultant to principals and counselors in the implementation of the statewide and local schools' comprehensive counseling and guidance plans.
22. Serves as a consultant to principals and counselors in the areas of psychological services for individual students with unusual problems that appear to be beyond the scope of the local staff.

TERMS OF EMPLOYMENT: Twelve months. Salary to be established by the Board.

EVALUATION: Performance will be evaluated in accordance with provisions of the evaluation procedures of the Sheffield City Board of Education.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.