

# NORTH KITSAP SCHOOL DISTRICT

## JOB DESCRIPTION

### Director, Special Education

#### Purpose of the Job

Provide leadership for the management and coordination of special education.

#### Essential Job Functions

Have a thorough knowledge of special education statutes and regulations and demonstrate successful experience and competencies to:

1. Recommend policies and programs essential to the needs of exceptional students.
2. Supervise and coordinate all district special education programs.
3. Provide ongoing evaluation of existing programs and recommend necessary changes.
4. Provide strong fiscal management in all areas of special education budget.
5. Provide progressive leadership skills relating to state and federal special education laws.
6. Facilitate Special Education Steering Committee and Parent Advisory Committee meetings.
7. Maintain close working relationships between special education programs and all building staff; maintain close relationship with regional special education directors through Olympic ESD 114.
8. Work collaboratively with all district departments and buildings to facilitate necessary accommodations to meet student needs.
9. Oversee student assessment and IEP processes.
10. Develop and manage grants related to special education.
11. Provide appropriate staff development for all special education staff.
12. Model a collaborative, teambuilding leadership style.
13. Build trust and rapport with staff and community.
14. Be familiar with technology and special education applications.
15. Work closely with other administrators and delegate authority when appropriate.
16. Perform other related duties as assigned.
17. Provide specific leadership in the following areas:

#### ***I. Administration***

- a. Special Education Services:
  - Program planning and development
  - Policy and procedure development
  - Interpretation of laws and regulations
  - Compliance monitoring and records management
  - Program and services evaluation
  - Monitoring IEP/Evaluation Process
  - Budgeting
  - Grant Writing
  - Liaison with State and ESD
  - Federal and State reporting
- b. Early Childhood Education
- c. Coordinate with instructional program development and instructional materials adoption processes
- d. Special Education staff development
- e. Due Process requests/hearings, OCR complaints and agreements, and Citizen Complaint process

#### ***II. Management***

- a. Special Education programs
- b. Child Find
- c. Coordination with Head Start Early Learning Centers
- d. Special Education Steering Committee
- e. Communications: Parents (SEPAC); Staff; Administration

- f. IEP Process support
- g. Out-of-District placements and cooperative agreements
- h. Consulting support to principals and school staff

**III. Supervision/Evaluation**

- a. Coordinator, Early Childhood Education
- b. Recruitment, selection, and evaluation of: Occupational Therapists; Speech Language Pathologists; Psychologists; Vision Teacher; Administrative clerical staff (Special Services)
- c. Support principals in recruitment, selection, and evaluation of: Special Education Teachers; Paraeducators; Instructional support teachers

**Qualifications:**

**Education & Experience:**

- 1. Minimum of five (5) years successful teaching experience in special education or related area.
- 2. Master’s Degree in special education or appropriate related field preferred.
- 3. Prior successful administrative or supervisory experience preferred.
- 4. Successful experience in special education program development.
- 5. Prior experience in educational assessment and data analysis preferred.

**Knowledge Skills & Abilities:**

- 6. Demonstrated knowledge of effective professional practices in teaching and learning with particular focus on special education.
- 7. Demonstrated skills in organization, management, planning and evaluation of educational services.
- 8. Demonstrated knowledge and skills in leadership, preferably in a special services setting.
- 9. Demonstrated skills in team building and collaborative problem solving.
- 10. Demonstrated knowledge and skills in performance evaluation of personnel.
- 11. Outstanding skills in relationship building and demonstrated skills in working with staff, students, parent and community groups.
- 12. Understanding of the principles and practices associated with developing and nurturing learning organizations.
- 13. Knowledge of the Washington school reform initiatives
- 14. Excellent written and oral communication skills.

**Licenses, Certificates & Special Requirements:**

- 15. Valid Washington State Administrator credentials required.
- 16. Minimum of a Master’s Degree with academic background in special education preferred; Doctorate preferred.

**Reporting Relationship:**

Reports directly to the Superintendent

**Conditions of work:**

**Union Affiliation:**

NKSAA

**FLSA Status:**

Exempt

**Wage Range:**

NKSAA

**Job #**

**Job History:**

Created: 7/1/00; Revised: 11/25/03, 5/08, 9/10, 4/12, 3/13

\_\_\_\_\_  
Immediate Supervisor      Date

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Assist. Superintendent of HR & Operations      Date

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice*