

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

DIRECTOR OF STUDENT SPECIAL SERVICES

QUALIFICATIONS:

1. Master's Degree in Special Education.
2. Special Education Certification (030) as required by the State Department of Education.

DESIRED QUALIFICATIONS:

1. Evidence of teaching experience in Special Education.
2. Administrative Experience.
3. Experience with 504, MTSS, ELL and Foster and Homeless Students.

REPORTS TO: Superintendent of Schools

JOB GOAL: To use leadership, supervisory and administrative skills so as to promote the educational development of each student within special populations and the effective performance of school personnel.

PERFORMANCE RESPONSIBILITIES:

1. Participates in the selection and supervision of all special education, 504, and ELL personnel.
2. Assists in the in-service orientation and training of education personnel, with special responsibility for relevant administrative procedures and instructions with special populations.
3. Continually evaluates and improves the student service delivery system through periodic review of existing methods and materials and selection and establishment of new programs to meet students' needs.
4. Annually prepares and manages the budget for special education services, 504, ELL and Homeless.
5. Contributes to district-wide decision-making through regular participation in administrative team and school board meetings.
6. Maintains current and complete student records of all diagnostic information and individual education programs (IEP's); ensures accessibility of necessary records to appropriate personnel.
7. Screens all student referrals and implements proper procedures, including scheduling and arranging Individual Education Plan (IEP) evaluations, oversees or serves IEP chairperson, and assists the IEP in carrying out their duties as outlined in the state and federal regulations.
8. Oversees 504, ELL, tutoring, Foster and Homeless processes and procedures.

9. Coordinates out-of-district services, such as coordinating evaluations as recommended by the IEP, securing and monitoring placements, and planning for reintegration into public school.
10. Coordinates annual and tri-annual reviews of students' educational programs.
11. Creates and implements federal and state grants.
12. Prepares state and federal reports as required.
13. Coordinates and maintains cooperative services with community agencies.
14. Encourages parental involvement through providing written resources, meetings, and training programs.
15. Maintains contracts for consultation and/or contracted services.
16. Continues professional development through membership in national, state and local professional organizations; keeping abreast of professional material and research in the field of special education and participation in educational opportunities.
17. Performs other duties and responsibilities as may be assigned by the Superintendent and/or Designee.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of employees, students, and personnel written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Demonstrate the ability to communicate effectively.

TERMS OF EMPLOYMENT: Salary to be determined by the Board. Full time supervisory position as determined by contract.

EVALUATION:

Performance of this job will be evaluated in accordance with this document and assessment of annual goals by the Superintendent of Schools.

History: Approved: 04/03/02, 05/01/13, 02/12/16

Approved: April 13, 2022