

**WASHINGTON WEST SUPERVISORY UNION
JOB DESCRIPTION - REVISED**

TITLE: Director of Special Education

QUALIFICATIONS:

1. A master's degree with academic training in special education
2. Valid certification as a special education coordinator
3. At least five years of experience in public education, part of which must have been in teaching or supervising in the field of special education
4. Such alternatives to the above qualifications as the Executive Committee may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To serve as a resource to teachers and administrators in the development of a comprehensive system of educational services.

PERFORMANCE RESPONSIBILITIES:

- Serves as a resource to special and compensatory educators and administrators to assure compliance with Vermont Regulations for all special education, 504, and Title I students.
- Serves on Evaluation and Planning Teams and/or IEP Teams for the most critical students within the supervisory union.
- Coordinates referrals to outside agencies providing special education services and serves on planning teams as administrator representative as needed.
- Recommends to the Superintendent policies and/or procedures to insure the continuation of the provision for a free and appropriate education and procedural safeguards for exceptional children.
- Monitors student special education records.
- Assists in the assessment of staff training needs and in making recommendations for the development of appropriate inservice programs.
- Assumes responsibility for the evaluation of all programs serving exceptional children with recommendations to the Superintendent for alternatives and/or additions.
- Interprets program goals and objectives of specialized services to the staff, administration, board and community.
- Compiles and maintains written child count records and submits the report to the State Department of Education.
- Coordinates data from each school and prepares support service plan; submit to the VT Department of Education.

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- Cooperates with the Business Manager as it relates to funding for educational programs (i.e. service plan, Medicaid reimbursement program, special education and 504, consolidated grant, Act 117, LEA Plan).
- Keeps abreast of state and federal legislation/regulations and available resources that would meet recognized needs of the district and provides consultation and training as needed.
- Performs other duties as directed by the Superintendent.

February 12, 2001

**GOALS FOR DIRECTOR OF SPECIAL EDUCATION
JULY 1, 2001 - JUNE 30, 2002**

1. In cooperation with the Administrative Team, Director of Curriculum and Assessment, and Professional Development Committee, design professional development opportunities for special education teachers and paraprofessionals based on identified needs within the district by August 1, 2001.
2. In cooperation with the Administrative Team, Director of Curriculum and Assessment, and Professional Development Committee, conduct needs assessment and provide professional development opportunities specific to classroom teachers with a focus on effective strategies necessary to accommodate students with special needs at all grade levels by August 1, 2001.
3. Review all special education policies and procedures by August 15, 2001, and makes recommendations to Superintendent for any changes.
4. With Director of Curriculum and Assessment, analyze early literacy assessments (local and DRA) by August 15, 2001, to ensure early identification and remediation for young students at risk in reading.
5. With Director of Curriculum and Assessment, analyze NSRE's by October 1, 2001, at 4th, 8th, and 10th grades to disaggregate data on students who score at: little or no evidence, or below standard. This information is used as a beginning point of discussion with principals and ESS teams.
6. Complete support service plan and submit to VT Department of Education by October 15, 2001.
7. Work with building administrators to develop responsible special education budgets/timelines by November 1, 2001.
8. Monitor a random sampling of student special education records with an emphasis on transition grades: Waterbury-Duxbury by November 1, 2001; Harwood by December 15, 2001; 4 Valley Schools by February 15, 2002
9. Prepare student child count report and submit to VT Department of Education by December 15, 2001.
10. Prepare, with approval by all boards, annual LEA Plan budget to VT Department of Education by June 30, 2002.
11. Develop Consolidated Grant in conjunction with Administrative Team and Director of Curriculum and Assessment; submit to VT Department of Education by June 30, 2002.
12. Troubleshoot difficult special education cases and support special educators with potential troublesome cases.

February 12, 2001

