

# Director of Special Education

Dept/Div: AdministrationN/A

FLSA Status: *Exempt*

## General Definition of Work

Performs complex professional work developing and supporting department operations through communication, programming and monitoring, supervising and evaluating staff, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Superintendent. Departmental supervision is exercised over all personnel within the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Develops and monitors the District Special Education budget; submits required and requested budget documents to various outlets; maintains budget compliance throughout the budget period.

Leads human resources efforts for the department; maintains appropriate staffing levels; evaluates and directs staff; recommends staff dismissals.

Develops and maintains communication with constituents including parents, member districts, county personnel, outside agencies and the Minnesota Department of Education.

Develops and maintains appropriate programming to meet the needs of member districts; facilitates committees to promote initiatives.

Plans and implements curriculum adoption plans to meet the needs of member districts.

## Knowledge, Skills and Abilities

Comprehensive knowledge of applicable district policies, practices and procedures; comprehensive knowledge of education processes and best practices; comprehensive knowledge of local, state and federal rules and regulations related to special education; comprehensive knowledge of due process; comprehensive knowledge of the funding particulars for special education; comprehensive skill preparing and submitting budget data and reports; comprehensive skill completing special education reporting requirements; comprehensive skill operating standard office equipment and applicable hardware and software; general skill evaluating program and curriculum effectiveness; general skill operating standard database systems; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with administrators, similar outside professionals, district staff, consultants, parents and the general public.

## Education and Experience

Master's degree with coursework in special education, or related field, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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## Special Requirements

Director of Special Education license.

Valid driver's license in the State of Minnesota.

Last Revised: 9/27/2011