

# **DIRECTOR OF SPECIAL SERVICES**

## **JOB DESCRIPTION MSD OF WAYNE TOWNSHIP**

**PURPOSE:** To implement and maintain special education services and/or programs for all schools in MSD of Wayne Township.

### **PERFORMANCE RESPONSIBILITIES:**

1. Advises and collaborates with appropriate administrators regarding special education, Section 504, and other special education issues and/or programs.
2. Communicates information regarding programs, services, and regulations to school personnel, parents, community members.
3. Coordinates with outside agencies to provide services to students, families, and staff.
4. Works collaboratively with CIA team to refine and enhance responsive instruction in English Language Arts and Math Units and create a consistent process for Response to Intervention.
5. Serves as the District liaison to West Central Joint Services or the coordination of Special Education services at Sanders and the Deaf and Hard of Hearing programs.
6. Evaluates the principal at Sanders annually and works collaboratively with administration to refine and enhance programs and services for students with significant disabilities.
7. Oversees and directs the allocation of special education staff to schools.
8. Recruits, hires, supervises, and evaluates District-level special education staff.
9. Manages fiscal resources from the General Fund and special education grants, prepares budgets and directs spending, and monitors maintenance of effort.
10. Develops, monitors, supervises and manages aspects of the annual budgets for special education services including Indiana Medicaid Administrative Claiming and Medicaid funds.
11. Serves as Indiana IEP system manager (liaison between all buildings and state system).
12. Plans and facilitates professional development for appropriate District staff.
13. Prepares timely and accurate documentation and reports data to the Indiana Department of Education.

14. Serves as the District Representative Public Agency Representative for IEP meetings when needed.
15. Writes District procedures for special education as is needed or required.
16. Facilitates and/or participates in complaints, mediation, and due process with the Indiana Department of Education and the Office for Civil Rights pertaining to students with disabilities; manage mediation and due process procedures.
17. Conducts ongoing needs assessments, collect and analyze data, use pertinent data to refine and improve the Office of Special Services operational functions and services and evaluate special education program initiatives.
18. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: January 2016