



## Director of Special Education Job Description

**Position Title:** Director of Special Education

**FLSA Class:** Exempt

**Update:** August 2022

### QUALIFICATIONS

- Licensed as per Illinois State Board of Education requirements; Special Education Director Endorsement
- Master's Degree in Special Education or Related Specialty Field
- Special education administrative experience
- Excellent interpersonal, communication, organizational and time management skills
- Possesses a valid driver's license and maintain automotive insurance coverage as required by IL law.

**ESSENTIAL JOB FUNCTIONS** – May include, but are not limited to, the following:

1. Recognized as the official State Approved Director of Special Education for all member districts;
2. Serves as the Chief Administrative Officer of the Mid-State Special Education Joint Agreement under direct supervision of the Executive Committee and Governing Board;
3. Completes all duties and functions on behalf of the Joint Agreement that are delegated annually to the Director of Special Education and facilitates completion of duties that are delegated annually to the Executive Committee;
4. Develops, revises, and implements for the cooperative and member districts the required "Mid-State Special Education Articles of Joint Agreement," "Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities," "Policy and Procedures for Behavioral Interventions for Students Who are Eligible for Special Education," and other necessary joint documents;
5. Develops, implements and administers policies and procedures designed to maintain the highest-level of organizational and programmatic integrity and compliance and serves as the lead on development of procedures, processes and implementation of new public acts and rules related to special education for the cooperative and on-behalf of member districts;
6. Administers, supervises and coordinates all business-related functions of the Joint Agreement, including but not limited to, the following:
  - a. Prepares and files applications and reports for programs, projects, services, and claims for reimbursement for governmental services;
  - b. Keeps or causes to be kept records requested by the Illinois State Board of Education;
  - c. Develops and maintains cost accounting procedures to assure compliance with the Illinois State Board of Education Cost Accounting System;
  - d. Develops a formula for determining the pro rata share for each Member District's proportionate share of the Joint Agreement's operating costs for the submission to and approval of the Executive Committee;
  - e. Develops and maintains all payroll and benefit policies and procedures;
  - f. Prepares and submits all budgets and budget amendments to the Executive Committee for recommendation to the Governing Board.
7. Assists the Executive Committee in developing and implementing organizational goals, develops the annual action plan, implements goals for supporting the mission of Mid-State Special Education Joint Agreement;
8. Serves as the representative of the Mid-State Special Education Joint Agreement to the Illinois State Board of Education and serves as a liaison representing Mid-State Special Education and member districts with local, state, and federal agencies as well as other public and private organizations;

9. Seeks legal recommendations and guidance on behalf of the Joint Agreement and member districts related to the operation of the cooperative and issues related to special education;
10. Seeks and completes grant and contract requirements securing resources and reimbursement for the Joint Agreement;
11. Monitors IDEA grant implementation and requirements assisting and completing for districts;
12. Assists the cooperative and districts in maximizing Medicaid reimbursement and establishing adequate documentation for compliance audits;
13. Assists member districts in securing special education personnel;
14. Recruits, interviews, and recommends the employment of all specialists and personnel;
15. Assigns duties and responsibilities to all Mid-State Special Education staff while implementing principles of human resource management in directing and supervising the activities of staff;
16. Evaluates or causes to be evaluated all staff of the Mid-State Special Education Joint Agreement according to established personnel policies in a manner that promotes professional growth;
17. Provides direction for improvement of technical skills of Mid-State and member district staff by providing and supporting targeted professional development;
18. Directs and/or assists administrators and teams in problem solving and sound decision-making related to special education;
19. Provides leadership and direction for cost-effective and improved special education services for students with special needs in the least restrictive environment;
20. Administers, coordinates and supervises special education programs and services of Mid-State Special Education to assure regulatory compliance with local, state and federal rules and regulations that govern the operation of special education programs and services by monitoring programs and staff to assure compliance with both state and federal regulations;
21. Demonstrates leadership skills in working collaboratively as a member of the administrative team in promoting the mission and goals of the organization, in guiding the delivery of services, and in working with school districts, parents, and community personnel to accomplish joint goals;
22. Provides leadership for the provision and supervision of comprehensive special education programming and services that effectively meets students' needs considering individual district priorities including the development of new and revision of programming and ESY services;
23. Develops procedures and leads the evaluation of special education programs and services recommending improvements; recommends and coordinates curriculum, resources, and methods prioritizing best practices and research-based interventions, behavioral interventions, functional assessment, and behavior plans;
24. Manages Embrace data input and monitors student data for compliance and planning;
25. Provides ongoing MSSE and district mentoring, best practice implementation of legal and ISBE updates, leadership development, orients staff to the policies, procedures and philosophy of the cooperative;
26. Collaborates with districts regarding programming and provides support with difficult cases, state or federal complaints, mediation or due process serving as a resource, obtaining additional guidance including input from legal counsel, and providing timely updates to and obtains input from the Director and district administrators including the Superintendent;
27. Leads implementation of the state alternate assessment process by developing and providing training, ensuring guidelines are implemented, collaborates with Program Coordinators in proactively monitoring district data, serves as liaison to and responds to ISBE on behalf of districts;
28. Serves as the liaison for the member district when an IEP team determines the need for a more restrictive residential placement; gathers information needed to prepare and submit the initial residential application and placement continuation to ISBE;
29. Assists teachers, program coordinators, staff, administrators, and parents in problem solving;
30. Informs school personnel of available community and regional resources and explains special education services and programs to the community;
31. Actively participates in professional growth and development activities which support individual as well as organizational vision, mission, and goals;

32. Displays professionalism, honesty, integrity, ethical practice and confidentiality; complies with the provisions of the IDEA; follows designated schedule, attendance policy and is punctual;
33. Completes other duties as assigned by the Executive Committee and/or Governing Board of the Mid-State Special Education Joint Agreement.

Employees in this position must be able to (a) sit for extended periods of time, (b) type/enter data into computer, (c) stand, walk, bend over, reach, push/pull up to 10 lbs., and lift/carry up to 25 lbs.

**EXPECTATIONS:**

- Exhibits a high level of ethical behavior and confidentiality related to the Board, committees, and all stakeholders;
- Communicates effectively with the Governing Board, Executive Board and committees, staff, parents and students;
- Displays fairness, patience, self-control, and impartiality with all stakeholders;
- Demonstrates the ability to work effectively with and lead others;
- Engages in professional development activities;
- Performs and completes duties within legally mandated timelines;
- Adheres to designated work schedule;
- Maintains certification in Nonviolent Crises Intervention and obtains trainer certification, if requested;
- Implements and follows policies and procedures of Mid-State Special Education cooperative;
- Adheres to established rules, regulations, laws, and ethical standards.