

**Roswell Independent School District
Job Description**

Job Title: DIRECTOR OF SPECIAL SERVICES

Reports To: SUPERINTENDENT

General Job Description:

The Director of Special Services is directly responsible to the Assistant Superintendent for Curriculum and Instruction for implementing, evaluating and ensuring compliance of the special education program.

Essential Duties and Responsibilities:

1. Have exceptional know of IDEA; federal law; state law.
2. Ensures policies, procedures and local guidelines are in compliance with federal and state law.
3. Coordinates and facilitates the development of special education program goals which complement and support district goals.
4. Coordinates special education program activities with general education programs staff.
5. Plans special education programs and activities through collaboration with staff, parents, and outside agencies.
6. Regularly visits, observes and evaluates district special education programs.
7. Coordinates extended year programming.
8. Communicates regularly with Superintendent concerning problems, needs, and future trends.
9. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
10. Provide professional leadership in organizing, administering, supervising, and evaluating the effective delivery of special education services including professional development & training.
11. Establish an optimum learning environment within the special education department.
12. Provide leadership, data information, and recommendations to the Superintendent making prudent decisions regarding the operation and management of the special services department.
13. Represent school district in contacts with local, state, and federal agencies in matters pertaining to special education.
14. Supervise the development and administration of the annual special education budget.
15. Advocate acceptance of, and provision of services for, children with disabilities.
16. Develop an atmosphere of respect, interest, and enthusiasm with the special services department.
17. Prepare all reports and application renewals as required by granting agencies.
18. May be required to perform other duties/functions as directed by your supervisor.
19. Implement multi-leveled system of supports.
20. Coordinate timely & efficient Medicaid billing systems including solid understanding of Max Capture.
21. Ensure timely & efficient assessment through Child Find.

Qualifications:

1. Master's Degree or higher
2. Current NM Special Education Teaching license with Endorsements as needed.
3. Valid Drivers' license and Car Insurance
4. Three years' experience in public school administration and supervision and/or teaching.
5. Knowledge of the Individuals with Disabilities Education Act (IDEA).
6. Hold current NM Administrative license.
7. Five years' experience in public education.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

DIRECTOR OF SPECIAL SERVICES (CONT'D)

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. Site/school visits is required. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.

Salary Schedule: Administrators 242 days.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date