



EMPLOYEE NAME: _____

Revised: 7/85; 3/86; 2/88; 8/89; 6/92; 3/93; 8/93; 11/94; 2/95; 12/97;
11/98; 6/05; 5/09; 5/11, 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Director, Special Student Services	JOB CODE: 640
DIVISION: Academic	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Teaching & Learning Support and Specialized Services	WORK DAYS: 238
REPORTS TO: Assistant Superintendent, Teaching & Learning Support and Specialized Services	PAY GRADE: CDR (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides specialized District leadership through comprehensive planning, coordination, and implementation of the special education services within the various school units of the District, in compliance with the rules and regulations governing special education in Georgia and in cooperation with the total instructional program; promotes an effective learning environment for all students with disabilities while encouraging program innovations and building close working relationships with families, students, and staff.	

REQUIREMENTS:

1. Educational Level: Master Degree required, specialist preferred
2. Certification/License Required: Valid Georgia Leadership Certificate
3. Experience: 5 years successful teaching experience; school leadership experience as a principal or assistant principal preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication skills with demonstrated ability to communicate effectively to resolve issues related to areas of responsibility; strong leadership skills; comprehensive knowledge and understanding of the IDEA and GA State Rules for Special Education; ability to analyze and evaluate program services for students with disabilities; ability to work collaboratively with individuals and groups; ability to develop and implement comprehensive plans; strong problem solving skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Supervises and evaluates staff as assigned
3. Supports school-level leaders to create appropriate learning environments for all students with disabilities.
4. Works with the assistant superintendent to develop and coordinate the special education budget.
5. Provides leadership and District representation in matters relating to the assurance of mandated due process procedural safeguards as they apply to parents, students, and the local education agency.
6. Maintains a working relationship with GA DOE personnel and ensures that the district is in compliance with all GA DOE special education rules regarding the provision of services to students with disabilities including the analysis and coordination of all reports required by State and Federal agencies.
7. Represents the District in dealing with outside agencies and organizations concerned with special education.
8. Coordinates the provision of professional development for general and special educators who teach students with disabilities.
9. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____