

**CNE BOARD OF EDUCATION
JOB DESCRIPTION
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Title: **1.05 Student Services Director**

Reports To: Superintendent of Schools

Employment Status: Full Time, 260/261 Day Contract

FLSA Status: Exempt

Qualifications: Ohio supervisory and/or administrative license required
Valid driver's license
Successful completion of BCI/FBI background check

Preferred Skill Sets:

- Skills to manage personnel and programs, communicate effectively, and problem solve
- Knowledge of special education curriculum and programming, Ohio and Federal education law and regulation, district policies
- Understands the birth to age 21 special education programs and services in conformance to District, State and Federal objectives
- Demonstrates the ability to work across the district to support diverse learners and promote professional growth to increase staff knowledge of best practices and maximize student achievement
- Thinks globally with an eye towards the future
- Collaborates with varied stakeholders to encourage innovative strategies and programs for students with special needs.
- Demonstrates a vested interest in keeping up to date with best practices regarding implementation sciences and how it may relate to special education.
- Ability to identify and address systemic issues
- Understand MTSS and how it impacts school improvement
- Knowledge of research related to positive behavioral interventions and supports at all three tiers: universal, secondary and tertiary
- Ability to build relationships with staff members and members of the community
- Effectively uses various types of communication to build rapport with families
- Understanding of building operations and appropriate use of federal and state funds to support needs within the building
- Capability to facilitate people through the systemic change process using foundational coaching skills in large and small group meetings
- Understands the importance of family engagement in overall school improvement.
- Understanding of how to use data to select and inform priorities, improvements, and to make decisions
- Ability to develop and meet timelines for completion of projects, tasks, and activities
- Capability to manage multiple projects and prioritize time for multiple projects

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Special Education Director

- Willingness to engage in continued professional learning to enhance individual skill sets related to this position
- Ability to accept coaching supports and feedback from individual(s) assigned to support the position
- Understanding of how Teacher-Based-Teams (TBTs), Building Leadership Teams (BLTs), and District Leadership Teams (DLT) can improve educational outcomes for students

Responsibilities:

- Collaborates with principals and special education teachers for the purpose of implementing and maintaining high quality services and/or programs
- Guides and develops Board Policy for special education as needed or required to ensure program consistency and compliance with state and federal rules in all locations.
- Works with building principals to set staffing levels for school special education programs for the purpose of providing services with fiscal efficiency
- Develops proposals for new programs, budgets and grants for the purpose of meeting District goals
- Evaluates District and school special education programs and monitors the implementation of special education and compliance with regulations in each location, for the purpose of carrying out and achieving objectives within the area of responsibility
- Supervises and evaluates District-level special education staff including speech pathologists and assistants, school psychologists, occupational therapists, physical therapists, mental health therapists and providers of Early Intervention and Early Childhood Special Education, for the purpose of carrying out objectives within areas of responsibility
- Manages fiscal resources from the General Fund and special education grants, prepares budgets and directs spending, and monitors maintenance of effort, for the purpose of fiscal efficiency in providing required services
- Directs the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the district, for the purpose of gaining fiscal resources.
- Coordinates all individualized educational programs for all of the district's students having identified disabilities
- Interprets Section 504 of Americans with Disabilities Act law and coordinates activities related to Section 504 including adopting compliant guidelines for implementation, paperwork, and staff training.
- Keeps informed of and interprets all laws, regulations, statutes, rules and policies affecting special education as well as state and federal funding.
- Acts as liaison between district and Office of Exceptional Children at Ohio Department of Education
- Remains apprised of developments and innovations in the field by reading current literature, attending professional society and association meetings and conferences and discussing developments and problems of mutual interest with others in the field

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Special Education Director

- Prepares documentation and reports data to the Ohio Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations
- Organizes a variety of in-service programs regarding best practice instruction and legal/compliance issues for special educators, general education teachers and/or aide staff
- Assumes an active role in Individualized Education Program and Evaluation Team Report meetings
- Works collaboratively with parents and advocates
- Assists with the record keeping and documentation necessary for student placement and receipt of support services
- Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.
- Assists with development of an annual structure for classified and certified district staff deployment
- Collaborates with the Principals on the recruiting, hiring, training, assignment and retention of paraprofessionals
- Works collaboratively with the Principals to locate appropriate staff/placements to fill staff vacancies and to provide effective service
- Supervises the training of special education paraprofessionals for the purpose of assuring well-trained personnel
- Coordinate and supervise district compliance with the McKinney-Vento Homeless Assistance Act
- Serves as the district foster care education liaison in order to support the identification, enrollment, and access to academic and non-academic services for students in foster care.
- Advises Superintendent regarding special education and other matters
- Completes all district required training modules by established deadlines as required by board policy

Evaluation Method: Evaluated by the Superintendent

Other Duties and Responsibilities:

- Gifted Supervisor
- Title IX Coordinator
- Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings including keeping a professional social media presence
- Helps instill in students the belief in and practice of ethical principles and democratic values; and
- Conducts other duties related to the position as assigned by the superintendent of schools

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue

- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children