



Marion County School District Job Description

Title: Director of Special Services

Qualifications:

1. Masters degree in Special Education, Remediation, Psychology or other relate field.
2. Certification as Elementary / Secondary Principal or Psychologist II or III
3. Minimum of five years teaching experience
4. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Superintendent

Supervises:

1. Special Education Staff
2. Related Services Staff (Nurses, Occupational Therapist, Physical Therapist, etc.)
3. School Psychologist
4. Medicaid Personnel (coordinator, clerks, staff funded by Medicaid programs, etc)

Job Goal: The Director of Special Services shall assume responsibility for planning development, coordination, and management of all special education, Medicaid, medical homebound, homebased services, truancy program, nursing program, student hearing process and 504 programs, services, budgets, and personnel. This individual will also ensure compliance with state and federal regulations governing the above listed programs and services

Performance Responsibilities:

1. Personnel Administration
 - a) Assists in the recruitment, selection, and recommendation of applicants for appointment to the staff of the district's special education programs, related services staff, school psychologist, coordinator of Medicaid programs, and Medicaid personnel.

- b) Anticipate and plan for personnel needs in the district's special service programs.
- c) Observe and evaluate district office special education personnel, school psychologist, coordinator of Medicaid programs, and district office Medicaid personnel.
- d) Observe and evaluate school level special programs personnel in cooperation with principals and other district administrators.

2. Administration of State and federal Programs and Services

- a) Assists in the adaption of school policies to include special education, Medicaid programs, Medicaid, homebound and 504 program needs.
- b) Recommend policies and programs essential to the needs of children eligible for special education, Medicaid programs, Medicaid, medical homebound and 504 services.
- c) Determine the needs for program modification and new programs and services in accordance with state and federal mandates as well as local policies.
- d) Keeps informed of all legal requirements, policies, and standards governing special education, Medicaid, medical homebound and 504 programs.
- e) Assures compliance of all special education, Medicaid, medical homebound and 504 programs.
- f) With other members of the administrative team, assess, review, and analyze data for the needs associated with the special education, Medicaid programs, Medicaid, medical homebound, and 504 programs including, but not limited to, the purposes of: identifying students for the program, determining student progress, and measuring program progress annually.
- g) Work cooperatively with building administrators and program coordinators in the development, staffing, implementation, and evaluation of the special education, Medicaid programs, Medicaid, medical homebound, and 504 programs conducted in their schools and/or under their supervision.
- h) Supervises and coordinates special education classroom programs.
- i) Arrange for the provision of related services(occupational therapy, physical therapy, transportation, counseling, etc.) as defined in student's Individualized Education Program or 504 Accommodation plans.
- j) Arrange for the placement and transportation of disabled students in out-of-district special education programs where appropriate and when so provided in the student's Individualized Education Program and continue to monitor this placement to ensure appropriate implementation of the IEP.
- k) Prepare and administer IDEA budgets in accordance with local, state and federal requirements.
- l) Supervise the administration Medicaid budgets in accordance with local, state, and federal requirements.
- m) Compile all applications and reports associated with special education, medical homebound and 504 programs and submit these documents in accordance with timelines and requirements to the South Carolina

Department of Education. Including those necessary for the reimbursement of funds, collecting of tuition for out-of-district students, and similar matters.

- n) Supervise the compilation, completion and delivery of reports associated with Medicaid programs in accordance with time lines and requirements.
- o) Maintain all records required for special education, Medicaid, medical homebound and 504 programs required by local, state, and federal policies
- p) Provide information regarding laws governing 504 programs to staff annually.
- q) Maintain inventory of equipment purchased for use in special services programs.
- r) Approve all supplies, materials used by special services programs.
- s) Make recommendations on design, furnishings, equipment, and location of new special services program facilities.

3. Identification of students eligible for special education, Medicaid, medical homebound and 504 programs.

- a) Establish and revise procedures to ensure compliance with federal and state regulations for the identification of special education, Medicaid, medical homebound, and 504 program eligible students.
- b) Establish procedures in compliance with state and federal regulation for the placement, evaluation and reevaluation of students' eligible for and receiving special education and/or related services.
- c) Schedule and review, annually, 504 accommodation plan meetings for those identified as eligible to receive such service.

4. Staff Development

- a) Secure, evaluate, and disseminate information regarding recent developments in the education and services of special education, Medicaid, medical homebound, and 504 program eligible students.
- b) Consult with administrators, principals, and other involved staff members concerning the most effective practices for students enrolled in special education, Medicaid programs, Medical homebound and 504 programs.
- c) Plan, conduct and evaluate, with qualified district personnel and other resources, appropriate in-service training programs, workshops and meetings.
- d) Support the efforts of school nurses by facilitating periodic meetings to ensure consistency in services and provide for the exchanging of information about current laws that pertain to health services in school specifically related to medical homebound services.
- e) Work cooperatively with school nurses in promoting proper nutrition in the schools.

5. Coordination of Student Intervention Teams and Early Intervention Services.

- a) Develop and facilitate procedures for the School Intervention Team at each school: this includes the student referral, all health screening, visual

and auditory screenings, and academic screenings, including the Child Find activities.

6. School and Community Relations

- a) Annually inform the Board of Education, district faculty and staff, parents and the community about special education, Medicaid, medical homebound and 504 programs.
- b) Establish and maintain contacts with appropriate non-public school administrators to comply with state and federal regulations of special education, Medicaid, and 504 programs.
- c) Develop and maintain a knowledge of and relationship with the various agencies and institutions outside the school district which offer services to the students in special services programs.

7. Professional Development

- a) Keep informed about current research, trends and development in the area of special education and other areas within the Special Services Department.
- b) Participate in local, county, state professional meetings associated with special education, Medicaid programs, medical homebound and 504 Accommodation plans.

8. Other Assigned Duties

- a) Perform such other tasks and assume such other responsibilities as may be assigned by the Superintendent of Schools.

Terms of Employment: 240 days with salary based on Board approved salary scales

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional personnel.