**YAZOO COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**TITLE OF POSITION:** Director of Special Education/Talented and Gifted

**TITLE OF SUPERVISOR:** Superintendent

**SUPERVISES:** Special Education Office Staff

**GENERAL RESPONSIBILITIES:**

The job of Director of Special Education is done for the purposes of implementing and maintaining birth to age 21 Special Education programs and services in conformance to District, State and Federal objectives; providing written support and/or conveying information; serving as a resource to patrons, school personnel and the Board ; and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget.

**SALARY:** Salary is reflective of the Yazoo County School District salary schedule.

**QUALIFICATIONS:**

1. Mississippi Teacher License with Administrative and Special Education Endorsement
2. Prior teaching experience in Special Education curriculum and/or general curriculum.
3. Skills to manage personnel and programs, communicate effectively, problem solve, knowledge of special education curriculum and programming, IDEA regulations, and district policies.
4. Ability to maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form.

**DESCRIPTION OF DUTIES:**

1. Collaborates with District school principals and school special education teachers for the purpose of implementing and maintaining services and/or programs. Sets staffing levels for school special education programs for the purpose of providing services with fiscal efficiency.
2. Directs personnel, for the purpose of delivering services which conform to established guidelines.
3. Develops proposals, new programs, budgets and grants for the purpose of meeting District goals.
4. 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 area of responsibility.
5. Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district which achieve desired objectives.
6. Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
7. 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.
8. Prepares documentation and reports data to the Mississippi Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations.
9. Communicates information on programs, services, and regulations to school personnel, parents, the Board, and other offices for the purpose of understanding of the programs.
10. Recruits, hires, supervises, and evaluates District-level special education staff including speech pathologists and assistants, school psychologists, occupational therapists, physical therapists, and providers of Early Intervention and Early Childhood Special Education, for the purpose of carrying out objectives within areas of responsibility.
11. Serves as the District Representative for IEP meetings when resources beyond school budgets may be considered for the purpose of efficiently managing fiscal resources while meeting special education regulations.
12. Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.
13. Supervises the training of special education instructional assistants for the purpose of assuring well-trained personnel.
14. Writes district Board Policy for special education as is needed or required, for the purpose of assuring program consistency and compliance with state and federal rules in all locations.
15. Maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities, for the purpose of managing an excellent special education program.
16. Serves as the districts 504 coordinator and works with counselors to develop and maintain district documentation for 504 Plans;
17. Coordinates the districts Talented and Gifted (TAG) program;

**Other Job Functions:**

1. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
2. Advises Superintendent/Assistant Superintendent regarding special education and other matters.
3. Performs other duties as assigned by supervisor.

UPDATED AND REVISED JULY 2, 2018