



Littleton Elementary School District Position Description

TITLE: Director of Exceptional Learners Services

CLASSIFICATION: Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To plan, coordinate and supervise the operation of the Special Education Department in such a way as to enhance the overall efficiency of the school system. To promote excellence in education and maximize the educational opportunities and benefits available to each student.

PRINCIPAL DUTIES: (essential functions)

- Develops, maintains and provides a comprehensive, efficient, accurate and current record system of all student records of Special Education Students and other children as assigned
- Ensure students are tested, placed and monitored in a timely manner consistent with laws regarding placement of Special Education Students
- Act as consultant and administrator regarding all phases of Special Education
- Responsible for recommending policy and curriculum relating to Special Education Services including suspensions, enrollment and health issues as directed by the district
- Prepares all proposals, amendments and necessary materials for department funding
- Represent the district in all areas related to Special Education matters
- Evaluate, monitor and maintain the Special Education Department
- Implement open communication with staff and parents
- Develop and maintain a program of written and oral communications with administrators, staff and parents
- Respond to concerns and suggestions of staff
- Assist in ordering and managing use of instructional supplies and materials
- Administer all programs for disabled, gifted and 504 students in the district
- Administer health care services and school-based health centers
- Administer student discipline policies and alternative education programs as assigned
- Maintain a system of inventory for areas as assigned by the District
- Estimate and maintain budget needs annually for Special Education Department
- Adhere to district budget guidelines regarding expenditure of funds
- Develop and maintain an in-service program training for all members of the Special Education Department
- Attend professional conferences and seminars relating to needs of the department
- Participate in school and district functions as assigned
- Participate in professional organizations and committees as requested
- Attend Governing Board meetings and prepare reports as requested
- Performs other duties as assigned

KNOWLEDGE OF SKILLS REQUIRED:

- Experience in planning, preparing budgets, grants, proposals and implementing instructional programs
- Possesses qualities associated with good human and interpersonal relationships
- Knowledge of State and Federal laws as they relate to Special Education and regular student education compliance issues
- Possesses strong organizational and leadership skills to manage and supervise the Special Education Department including maintenance of student information and records
- Ability to communicate effectively, both orally and in writing, and proven ability to maintain effective relationships with administrators, employees, students and community members

PHYSICAL REQUIREMENTS: Light physical demands; standard office environment; frequent to constant use of a personal computer. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 20 pounds.

MINIMUM QUALIFICATIONS: Masters Degree in Special Education or related field. Arizona Administrative Certification. At least three years administrative experience in the area of special education or equivalent combination of education and experience that provides the required knowledge and skill.

REQUIRED LICENSE/CERTIFICATION: Valid Administrative Certificate

REPORTS TO: Assistant Superintendent

TERMS OF EMPLOYMENT: Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board Policy.

Approved by: _____ Date: _____

Reviewed to and Agreed to by: _____ Date: _____