

**South Tippah School District
Director of Special Education
Job Description**

Qualifications:

Master's Degree in Education with endorsements in Special Education, Gifted, & Administration

Reports To:

Superintendent

Job Goal:

Provide leadership to ensure that qualifying students which are identified as IDEA eligible are appropriately served and supported.

Funding:

90% IDEA

10% District

Duties and Responsibilities:

1. Develop and coordinate Special Education Programs in the school district;
2. Develop the annual Special Education Budgets, including IDEA and Preschool Budget and the Extended School Year Budget;
3. Conduct the Child Find Campaign for referrals of children with disabilities as deemed necessary and as required by law;
4. Coordinate with local agencies to ensure children ages 3 to 21 with potential disabilities are identified, evaluated, and provided services as needed;
5. Implement Referral to Placement Procedures according to the provisions of applicable laws;
6. Evaluate or arrange for evaluations;
7. Check and submit all screenings to the appropriate Screening Team and schools;
8. Maintain student data of Special Education students and proper data on same;
9. Review and prepare all forms and reports to be submitted to the Mississippi Department of Education according to timelines prescribed by MDE;
10. Attend MDE meetings and other trainings to ensure compliance with IDEA and other federal and state mandates;
11. Identify and provide professional development to personnel as needed;
12. Maintain special education student data in system;
13. Support principals, special education staff, and general education staff when special education issues arise, providing professional development when needed and attending meetings when needed;
14. Secure contracts with service providers to ensure related services are provided as outlined on IEPs;
15. Apply annually for positive behavior supports from the Mississippi Department of Education and ensure that the approved positive behavior specialist provides services as appropriate;
16. Complete annual expenditure reports for IDEA, Preschool, and ESY budgets;

17. Perform all duties as the Multidisciplinary Evaluation Team Chairperson for Special Education referrals.
18. Attend training, supervise, and provide training for alternate assessment for the significantly cognitively disabled (SCD) population;
19. Initiate parental involvement in special education as required by MDE;
20. Analyze SPED data and write annual Executive Summary Report and ensure public access as mandated by the Mississippi Department of Education;
21. Work to provide extracurricular activities for students to participate in above normal curriculum including but not limited to participation in Special Olympics;
22. Work with other districts in securing special education records for transfer students;
23. Other duties as assigned by the Superintendent.

10% District Duties:

1. Supervise the gifted referral process while working with the gifted contact person;
2. Secure the services of contract personnel for gifted evaluations;
3. Perform duties as the LSC chairperson for gifted eligibilities/ineligibilities;
4. Perform duties as the business manager of the School Based Administrative Claiming program through the Mississippi Department of Education;
5. Supervise the assessment of students entering the district from home school or private school settings;
6. Be a contact for administrators regarding paraprofessional qualifications.

Terms of Employment:

Salary and work year are determined by the School Board

Evaluation:

Performance in this position will be evaluated annually, by the Superintendent in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____