

**TITLE:** Special Education Director

**QUALIFICATIONS:**

1. Master's Degree with Valid Alabama Administrative Certificate required
2. Special Education certification preferred
3. Administrative experience preferred
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Assigned Administrator

**SUPERVISES:** Special Education faculty and staff.

**JOB GOAL:** To provide sound educational programs for children to require at least a partially different program from regular classroom programs.

**JOB DUTIES:**

1. Assist in the adoption of school policies to include special education needs.
2. Recommend policies and programs essential to the needs of exceptional children.
3. Keep informed of all legal requirements governing special education.
4. Develop and initiate survey programs for continuous identification of exceptional children.
5. Supervise and coordinate all special education classroom programs.
6. Establish procedures for placement, evaluation, assignment, and re-appraisal of students with regard to the special education services program.
7. Develop procedures for referral, securing medical reports, psychological examination, and placement.
8. Supervise and coordinate home instruction for eligible homebound or hospitalized students.
9. Assist in recruitment, selection, and recommendation for hiring of any special education personnel.
10. Assume responsibility of compiling, maintaining, and filing all reports, records, and other documents legally required.
11. Develops budget recommendations and provides expenditure control for special education.
12. Interpret the objectives and programs of the special education services to the Board, the administration, the staff, and the public.
14. Maintain a permanent inventory of equipment purchased for special education.
15. Evaluate on an ongoing basis, the total special education program, curriculum procedures, and individual needs of the students.
16. Consult with parents of students enrolled in the program.
17. Conduct regular meetings with professional staff and other interested parties.

18. Monitor current programs for operational effectiveness and makes changes or recommendations for improvement.
19. Coordinate departmental operations with other school district departments.
20. Participate in special consultations and case conferences with counselors and other student services personnel.
21. Assist in the development of programs for teachers relating to child behavior, child development, and conferences with parents.
22. Assist in the development of special programs for students.
23. Make recommendations on the employment, transfer, promotion, and release of professional staff.
24. Maintain liaison with community mental health clinics, special schools, and other resources offering therapeutic services.
25. Develop a program of assessment through research and evaluation projects.
26. Supervise the maintenance of case records on students and the completion of all required reports.
27. Interpret the school counseling services to the public.
28. Keep abreast of developments in the field and acts as a resource for counseling staff and other personnel.
29. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
30. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
31. Perform other duties as may be assigned.

**Essential Duties**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**TERMS OF EMPLOYMENT:**             9-Month     10-Month     11-Month     12-Month

**EXPECTED WORK DAY:**            8 Hours

**FLSA STATUS:**                      Exempt

**SALARY:**            According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

**EVALUATION:** Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Principal/Program Coordinator \_\_\_\_\_  
Initials

Human Resource \_\_\_\_\_  
Initials

**BOARD APPROVED:04/12/16**  
**REVISED: 04/24/24**