

Lamar County Schools • Job Description
Director of Special Education

Certified X
Classified

Duties and Responsibilities

Under the supervision of the Deputy Superintendent, the Director of Special Education will carry out the following duties:

DUTIES AND RESPONSIBILITIES

- Ensure that schools and district follow all state and federal regulations relative to the identification, placement, and program development for special education students;
- Provide system-wide leadership for assuring the development of effective and appropriate special education programs;
- Provide leadership and system representation in matters relating to due process procedural safeguards;
- Develops system procedures for identification, evaluation and placement of students with special education needs;
- Chairs or participates in staffing which may result in IEP recommendations requiring additional financial commitments from the school system or which may have legal ramifications;
- Represent the school system in dealing with outside agencies and organizations concerned with special education;
- Facilitates communication and mediation with parents and advocates regarding the delivery of special education services;
- Coordinates the development and maintenance of student special education files;
- Develops and coordinates development of various data reports requested by both State and Federal Agencies;
- Assists others in the preparation and review of reports generated for State funding of Special Education programs
- Coordinates staff development sessions for general and special education personnel;
- Coordinates the development of information required by the transportation department in arranging specialized transportation;
- Approves special education requests for supplies, materials, and equipment; and
- Coordinates instructional program for special education services.
- With principals, assume leadership for recruiting, hiring and evaluating special education teachers. (Special education teachers should not be hired, transferred, or terminated without approval of the Director.)
- Conduct Focus Walks and provide feedback to teachers and administrators
- Develop and maintain IDEA Flow-Through Grant
- Coordinate and Supervise Special Needs Pre-K program in collaboration with Lamar County Head Start Program
- Develop and implement Board Policies relating to Students
- Assist with Special Education portion of CLIP
- Supervise Related Services Providers
- Coordinate services with Mainstay Academy
- Supervise and coordinate Georgia Alternate Assessments
- Supervise FTE data collection as it relates to Special Education; and
- Perform other duties as assigned by the Superintendent.

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MINIMUM REQUIREMENTS

Educational Level

Master's Degree in Education

Certification/License Required

Georgia Certification in Educational Leadership

Physical Activities

Routine physical activities that are required to fulfill job responsibilities

Proficient Skills

Leadership, organization, planning, communication, administrative budget and experience in managing multiple complex systems projects; prior supervisory or leadership experience

Salary

Contractual according to Board approval

Evaluation

GLEI – Georgia Leadership Evaluation Instrument