

6/03

Job Description
La Porte Community Schools

JOB TITLE: Director of Special Education

SUMMARY: Directs and coordinates educational, administrative, financial, and program functions of the South La Porte County Special Education Cooperative by performing the following duties:

Immediate Supervisor: Assistant Superintendent for Curriculum (LEA)

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Assure the systematic identification, evaluation, and placement of eligible students in appropriate Special Education programs and/or related services;
2. Implement policies mandated by the Division of Special Education, Department of Education and the Co-op Advisory Committee;
3. Review and/or develop policies and procedures for presentation to and adoption by the Co-op Advisory Committee to assure that all member corporations are in compliance with Federal and State Special Education rules, regulations and mandates;
4. Lead the preparation and application for basic grants and prepare reports as required by the corporations, state, and federal agencies;
5. Prepare and disseminate the Advisory Committee meeting agenda;
6. Prepare and manage the yearly budget in conjunction with the LEA Business Manager and the LEA Assistant Superintendent for Curriculum;
7. Assist member school corporations in the development and implementation of special education programs and supervise and coordinate programs with building principals;
8. Work with Special Education teachers in helping them to design and implement an individualized education plan for each child;
9. Design and conduct evaluations of programs/service delivery systems and make recommendations for their improvement;
10. Work with the personnel department in the recruitment, selection, assignment, and training of personnel;
11. Assure the systematic supervision and evaluation of personnel assigned under the conditions defined by the LEA Board of Trustees, administrative regulations, and the La Porte Federation of Teachers;
12. Promote positive personnel and administrative relations;

13. Establish and maintain a system of regular and effective communication with the Advisory Committee, building administrators, staff, and parents;
14. Plan and develop a Parent Advisory Council with parents, school staff, and administrators;
15. Coordinate and align curriculum as it relates to specific areas of exceptionality;
16. Act as designee for the superintendents at case conferences;
17. Coordinate planning and fund raising for Special Olympic activities;
18. Consult with the Transportation Director concerning the transport of Special Education children;
19. Serve in such other capacities as may be assigned by the immediate supervisor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Required: Master's degree, a valid Indiana Director of Special Education license, and a minimum of three years of successful teaching experience in the area of Special Education.

LANGUAGE SKILLS: Ability to read, interpret, and draft necessary documents such as Individualized Education Plans, state and federal reports, and procedure policies and guidelines. Ability to write routine and specialized reports and correspondence. Ability to speak effectively before the school board, superintendent, school administrators, faculty, parent groups, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts as they relate to budgets, proportions, percentages, and areas. Ability to work with mathematical concepts such as probability and statistical inference, and apply concepts such as fractions, ratios, and proportions to practical situations. Ability to apply basic concepts of algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret, and issue, a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The

employee frequently is required to stand; walk; use hands to touch, handle or feel objects; and, reach with the hands and arms. The employee is required to sit, occasionally stoop, and kneel; and, taste or smell.

The employee must occasionally move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: Braille writer, pen, pencil, pointer, slate, stylus, projector, public-address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, and computers.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

TERMS OF EMPLOYMENT: Twelve month (260 day) calendar. Salary to be determined by the board.

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