

SPECIAL EDUCATION ADMINISTRATOR (SEA)

<i>SPA License Status:</i>	<i>Licensed/Contract</i>
<i>SPA Probation:</i>	<i>One Year</i>
<i>FLSA Status:</i>	<i>Exempt</i>
<i>Supervisor:</i>	<i>Assistant Superintendent of Special Education; Director of Special Education</i>
<i>Supervises:</i>	<i>None</i>
<i>Salary Schedule:</i>	<i>Management & Administrative Support, Range 8</i>
<i>Terms of Employment:</i>	<i>8 hours / 12 months</i>
<i>Job Goal:</i>	<i>To assist with the organization and implementation of special education services within the schools and district</i>

Minimum Qualifications

- 1. Master's degree from a regionally accredited college or university*
- 2. Valid New Mexico Public Education Department (PED) PK – 12 Administrative License*
- 3. Valid New Mexico Public Education Department (PED) - Special Education License*
- 4. Five years' experience in special education to include three years of teaching experience.*

Job Duties

- 1. Coordinate the placement of students in special education in cooperation with IEP teams, schools, and departments.*
- 2. Complete local, state and federal reports as needed.*
- 3. Evaluation support for special education staff in collaboration with building principals and other SSSAs within assigned schools.*
- 4. Establish and maintain management of appropriate IDEA-B budget funding; make budget recommendations and provide expenditure control on established budgets for special education.*
- 5. Coordinate individualized education plans and processes while monitoring progress of students placed in special education services.*
- 6. Serve as school leadership liaison for students who receive special education services.*
- 7. Attend meetings, conferences and workshops commensurate with identified need as established by Assistant Superintendent for Special Education/ Director of Special Education. Assume responsibility for own professional growth and development; for keeping current with literature, new research findings, and improved techniques; and for attending appropriate professional meetings and conventions.*
- 8. Agree to fulfill performance responsibilities in location(s) assigned.*
- 9. Perform district leadership and administrative duties as assigned by the Assistant*

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Superintendent of Special Education/Director of Special Education.

- 10. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
- 11. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
- 12. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
- 13. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
- 14. Evenings and weekend work may be required.*
- 15. Perform such other tasks as may be assigned.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

- 1. Verbal ability required to understand oral and written instructions*
- 2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
- 3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
- 4. For further information regarding worker traits, please see attached job analysis*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

*Print Name*_____

*Signature*_____ *Date*_____

*Approved By*_____ *Date*_____