

DIRECTOR OF SPECIAL EDUCATION

SPA License Status:	<i>Licensed / Contract</i>
SPA Probation:	<i>Exempt-Licensed Administrator</i>
FLSA Status:	<i>Exempt</i>
Supervisor:	<i>Assistant Superintendent of Special Education</i>
Supervises:	<i>Special Education Staff</i>
Salary Schedule:	<i>Management and Administrative Support, Range 11, (Salary level based on experience)</i>
Terms of Employment:	<i>8 hours / 12 months</i>
Job Goal:	<i>To set a clear vision for the Special Education Department focused on increasing educational outcomes and providing support for students with special needs. Direct, monitor and strengthen programs within the Special Education Department and ensure all services are implemented within federal, state, and local regulations. The Director will coordinate the efforts of federal, state and local agencies, private specialists, parents, and division supervisors to provide the services needed by LCPS students.</i>

Minimum Qualifications:

- 1. Master's Degree from a regionally accredited college or university.*
- 2. Three years minimum experience in a school or district leadership position.*
- 3. Five years teaching experience in Special Education.*
- 4. Valid New Mexico Public Education Department (PED) PK - Administrative License and Special Education License.*
- 5. Bilingual in English/Spanish preferred.*

Job Duties:

- 1. Monitors and supports all instructional programs and supports students with special needs to ensure college and career readiness for students with special needs.*
- 2. Cultivate a commitment among all district staff that all students will achieve high standards.*
- 3. Demonstrate cultural proficiency, sensitivity, and equity to ensure students' needs are met.*

4. *Assess the distribution of Special Education supports ensuring allocation is equitable and provides effective and research-based resources to efficiently and effectively meet the needs of all LCPS's students, families and schools.*
5. *Direct and supervise the Special Education Department including Special Education Administrators, and Program Administrators.*
6. *Plan, develop and implement a comprehensive program for students with disabilities, which assesses the needs of students, establishes objectives and priorities, develops strategies to achieve objectives, and evaluates programs.*
7. *Apply research and best practices to inform the development of theories and pedagogy, intervention programs and improve the delivery of special education and related services.*
8. *Collaborate with principals, principal supervisors, and district departments to provide support for a variety of school settings and build support systems with necessary resources.*
9. *Work in conjunction with the Public Education Department Office of Special Education, the Office for Civil Rights, and other agencies to meet the needs of students; prepare and monitor contracts with individuals and agencies for special services not available through LCPS and ensure compliance of programs with federal, state and local regulations.*
10. *Assess the effectiveness of the department and effectively prioritize, plan, and implement improvements, as needed.*
11. *Effectively align and implement district goals and priorities to ensure the student's academic and social emotional needs are addressed.*
12. *Establish procedures for quality controls, operational efficiency, and accuracy in departmental work.*
13. *Ensure responsive and efficient services including appropriate due process in the best interest of students with special needs are implemented.*
14. *Create proactive systems that garner feedback from schools to inform district-level policy and practice.*
15. *Use and analyze data to drive decisions and guide problem-solving to achieve the best student outcomes.*
16. *Share data with broad audiences to improve transparency and communication*
17. *Facilitate problem-solving and dispute resolution to ensure appropriate services and resources for students.*
18. *Address systematic issues efficiently, effectively, and consistently.*
19. *Consult with central office and school-based staff on specific individual cases when further interpretation of federal, state and local policies is required.*
20. *Supervise, mentor and provide professional growth and development opportunities for staff in the Special Education Department.*
21. *Increase the effectiveness of school-based special educators:*
22. *Assist in the recruitment, selection, and matching of candidates for special education and related services.*
23. *Collaborate to refine and implement LCPS's evaluative frameworks, tools, and professional growth opportunities.*
24. *Performs other duties as assigned by the Superintendent or Chief of Special Education.*
25. *Supervise and evaluate assigned employees.*

26. Prepare materials for Board of Education adhering to the Superintendent's office timelines, including drafting and editing of resolutions that require research and citation to statutes or rules.
27. Prepare, review, and revise job descriptions on an annual basis as assigned.
28. Adhere to relevant procurement statutes and NM Public Education Department (NM PED) rules in the purchase of goods and services.
29. Adhere to applicable NM PED Manual of Procedures (PSAB) and district policy regarding budget accountability.
30. Exhibit professionalism by maintaining good attendance and adhering to established work schedules.
31. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
32. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.
33. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
34. Evenings and weekend work may be required.
35. 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 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