

**Laramie County School District #2**  
**Fall 2005**

**Title:** Special Services Director

**Qualifications:**

1. Appropriate Wyoming Certification
2. Special Education experience.

**Terms of Employment:**

1. 240 days
2. Designated by contract.
3. Administrative Salary Schedule

**Reports to:** Superintendent

**Essential Functions:**

Administrative

1. Assist in the adoption of school policies to needs of at-risk students.
2. Recommend policies and programs essential to the needs of all exceptional children.
3. Supervise district at-risk programs (i.e. Special Education, Safe and Drug Free Schools, 504 and High Ability programs).
4. Coordinate advisory committees pertaining to at-risk programs.
5. Coordinate with the superintendent the state consolidated grant application for federal programs.
6. Assist with staff development programs dealing with at-risk students.
7. Evaluate and assist building principals in evaluation of Special Services personnel.
8. Be a consultant for all legal requirements, state and federal, governing special education services.
9. Provide leadership in the establishment of innovative programs and develop an improved understanding of existing programs.
10. Assist the building principals in the supervision and coordinating of special services programs.
11. Develop and maintain programs for continuous identification of exceptional children.
12. Maintain an on-going evaluation of existing programs, and recommend changes as needed.
13. Consult with parents of students receiving special services or who may be referred to the program when necessary.
14. Assume responsibility to keep current with new research and new techniques related to the special services program.

15. Facilitates the implementation of mediation and/or dispute resolution efforts for special services as appropriate and requested.
16. Coordinate special education service delivery systems within the district in order to address continual and ongoing accreditation requirements as mandated by the State Department of Education.
17. Keep staff informed of professional development hours.
18. Track all professional development requests and submit report to PTSB and staff.
19. Coordinate and submit consolidated grant to WDE.

#### Supervision

1. Supervises and evaluates programs and services at a District wide level for disabled children in order to provide for diagnosis, evaluation, and education in accordance with federal, state and district regulations.
2. Supervise and coordinate home instruction for exceptional children when needed.
3. Recruit, interview and recommend the employment of special services personnel in consultation with building principals.
4. Supervise the compiling, maintaining, and filing of all reports, records, and other documents legally required or administratively useful.
5. Supervise the preparation of reports and data necessary for reimbursement of funds and related fiscal matters.
6. Work with paras to ensure they are tested and highly qualified.
7. Work with special ed teachers to ensure they are highly qualified in areas they provide grades.

#### Financial

1. Develop budget recommendations and provide expenditure controls for established budgets for special services.
2. Approve federal funds for appropriate professional development requests.
3. Coordinate the purchase of supplies and material by special services personnel.

#### General

1. Attend appropriate staff development and professional meetings to represent the interest of the district.
2. Directs, approves and coordinates specialized programs incorporated in special services that require contract and/or supervision and monitoring.
3. Perform such other tasks and assume such other responsibilities as may be assigned by the superintendent.

### Summer School Duties

1. Develop, implement and document summer school budget.
2. Promote, advertise and market the summer school session.
3. Hire necessary personnel (teachers, para's, bus drivers).
4. Develop criteria for referral to summer school.
5. Verify and document student attendance, individual learning plan progress, contact hours, teacher performance and other documentation required by the state.
6. Be available for day to day duties.
7. Work with bus coordinator to develop effective transportation.
8. Other tasks and assume such other responsibilities as assigned by Superintendent