

NANTUCKET PUBLIC SCHOOLS

Job Description

TITLE: Director of Special Services

REPORTS TO: Superintendent of Schools

TERMS OF EMPLOYMENT: 260 days

JOB SUMMARY: To use leadership, administrative and supervisory skills to promote the educational development of each student with special needs and the professional growth of staff that serve them.

QUALIFICATIONS/SKILLS:

1. Master's degree in education
2. Certification as a Special Education Administrator by the Commonwealth of Massachusetts
3. 10 years experience in education, including special education teaching and administration
4. Knowledge and understanding of children with disabilities, educational theory and practice as well as diagnostic and prescriptive best practices
5. Comprehensive knowledge of state and federal special education law and regulations
6. Thorough understanding of special education finances with a demonstrated ability to manage local, state and federal funds, including experience in finding, writing and monitoring entitlement and competitive grants
7. Outstanding interpersonal skills with demonstrated ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers, and community
8. Ability to communicate with individuals of varied cultural and educational backgrounds
9. Maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information.

DUTIES AND RESPONSIBILITIES:

1. Coordinates the identification and delivery of system-wide services for students with special needs, including students identified under IDEA and Section 504.
2. Develops, monitors and evaluates the district's special services, including Extended Year Programs, to ensure compliance with district policies and state and federal laws and regulations
3. Supervises the district's various special education and federal programs, collecting data for the evaluation of each program, interpreting the data, and recommending changes based on the data
4. Supervises the preparation and implementation of all Individual Education Plans to ensure compliance
5. Supervises and coordinates home instruction for home bound or hospitalized students

6. Serves as school district McKinney-Vento (Education of Homeless Children) Coordinator
7. Recommends policies and procedures essential to special education and federally funded programs
8. Maintains accurate records and meets deadlines established by local, state and federal guidelines
9. Ensures complete and cumulative individual records for all students receiving special services
10. Prepares, presents and administers the annual budget for students with special needs
11. Prepare applications for funds and related reports for state and federal grant-funded services
12. Recommends new special services programs based on identified student needs and identified community or governmental resources
13. Works with the building administrators in the recruitment, hiring, supervision and evaluation of staff
14. Coordinates a professional development program, with input from building faculty and administrators, for staff serving students with special needs
15. Serves as a consultant to staff/principals regarding special services
16. Serves as liaison with individual parents, parent groups and the community at-large
17. Serves as the Compliance Officer for ADA, Civil Rights and Title IX.
18. Represents the district at local, county, and state levels in matters related to special services
19. Represents the school district in legal matters related to students with special needs
20. Submit referrals to other agencies whose services complement or extend those of the district
21. Arrange for the transportation of all children placed in special services programs
22. Researches and prepares reports as required by the State and Federal Departments of Education, Superintendent or School Committee
23. Participates in administrative and School Committee meetings, and other such meetings as required or appropriate
24. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing educational issues of mutual interest with other professionals in the field
25. Act as a friendly ambassador for the School District.
26. Perform such other tasks as determined by the Superintendent of Schools.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent of Schools