

**ZANESVILLE CITY SCHOOLS DISTRICT
JOB DESCRIPTION**

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| TITLE: | DIRECTOR OF EXCEPTIONAL EDUCATION | REPORTS TO: | Superintendent |
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TRAINING QUALIFICATIONS

- Master's degree or higher from an accredited college or university.
- Valid Ohio principal's certificate/license or a valid Ohio supervisor's certificate/license.
- Minimum of five years' experience in education with a background in Special Education.
- And/or any additional qualifications, training or other credentials, as determined by the Board of Education.

REQUIRED SKILLS AND ABILITIES

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

JOB GOAL

To involve material and human resources efficiently and effectively for the educational development of all special education students, preparing them for the world of work.

WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.
- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

DUTIES AND RESPONSIBILITIES

1. Directs and manages the special education programs for students with disabilities, including all related services.
2. Oversees the child identification, multi-factored evaluation, and IEP/LRE processes to ensure compliance with the appropriate laws, rules, and policies.
3. Remains current on Federal and State laws and procedures as it pertains to students with disabilities and gifted.
4. Coordinates the implementation of laws, rules, regulations, and policies related to confidentiality and procedural safeguards as pertaining to special education.
5. Serves as a consultant and/or resource person to school personnel, students, parents, and various community members regarding special need students and programs.
6. Attends staff, professional, and inter-agency meetings when appropriate.
7. Coordinates the development and implementation of special education procedures throughout the district.
8. Supervises the planning and providing of appropriate services to meet the needs of students with disabilities.
9. Coordinates the ordering of all district special education testing materials and equipment.
10. Develops budget recommendations and provides expenditure control on the established budget for Special Education.
11. Prepares and bills for excess costs for special education students receiving services within this district who have a different district of residence.
12. Recommends to the superintendent and assistant superintendent, in consultation with building principals and special education coordinators, the number and type of special education staff required to meet all relevant state and Federal laws necessary to meet the needs of each special education student as prescribed on his/her IEP.
13. Assists in recruitment, selection, and recommendation for hiring of special education personnel in coordination with special education coordinators and the assistant superintendent.
14. Assists building principals, on an as needed basis, with the evaluations of special education staff members and has evaluative responsibility for selected staff members as assigned.
15. Coordinates with the Muskingum County Educational Service Center complete and cumulative individual records of all children receiving special services or enrolled in special classes.
16. Coordinates with the Muskingum County Educational Service Center special education programs and related services for preschool children with disabilities.
17. Consults with the Muskingum County Educational Service Center concerning the role, function, and job performance of special education personnel assigned to the district by the Educational Service Center.
18. Coordinates contractual agreements with outside agencies providing special education services to any of our students with disabilities.

19. Interprets the objectives and programs of special education to the Board, the administration, the staff, and the public.
20. Makes recommendations on design, furnishings, equipment, and location of new special education facilities.
21. Assumes responsibility for own professional growth and development, including new legal requirements; for keeping current with the literature, new research findings, and improved techniques; and for attending appropriate professional meetings and conferences.
22. Conducts on-going needs assessments, assists in the planning and evaluation of current services and plans appropriate services to meet the needs of special education students.
23. Recommends policies and programs essential to the needs of exceptional children and assists in the preparation of school policies that address special education and gifted programs.
24. Manages the Title VI-B grant, including the financial aspects in accordance with Federal law.
25. Oversees development and implementations of short and long term special education goals and objectives, including appropriate staff development.
26. Coordinates the completion of selected state, federal, and local applications, grants, inspections and reports pertaining to special education.
27. Coordinates the development and implementation of 504 modification plans throughout the district.
28. Supervises the development and implementation of Intervention Assistance Teams (IAT) in each building.
29. Serves as the District's representative in the development and implementation of an alternative school program(s).
30. Attends Board of Education meetings as requested by the superintendent.
31. Completes other duties and responsibilities assigned by the superintendent.
32. Other duties as assigned by the Superintendent or his designee.

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| TERMS OF EMPLOYMENT | 260 Contract Days |
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