

YKSD JOB DESCRIPTION



JOB TITLE: Director of Special Education and Student Services	
SUPERVISOR: Superintendent	CLASSIFICATION: CERTIFIED (YKAA)
DAYS/MONTHS: 240 DAYS	

GENERAL RESPONSIBILITIES

The Director of Special Education and Student Services is responsible for managing the affairs of the Special Education and Counseling Program and personnel, ensuring the implementation of Federal and State regulations as mandated by the Individuals with Disabilities Education Act (IDEA), and supporting policies of the District School Board.

DUTIES & EXPECTATIONS

1. Ensure availability and provision of State and Federally mandated services to students with disabilities (i.e. Occupational, Speech, physical therapy, school psychology, special education teaching assistants and special education teachers), and ensure that all components of the Special Education program meet State and Federal mandates and compliance regulations.
2. Develop the special education eligibility criteria for presentation to the District Board of Education and petition the Alaska Department of Education to implement change at the district-level.
3. Work cooperatively with site and other administrators to ensure that student needs are addressed in a timely manner with appropriate program support (i.e. Special Education, Counselors, health/nursing, 504 Plans, GT).
4. Oversee, participate in and follow-up in special education audit/compliance monitoring performed by the Alaska Department of Education and Early Development.
5. Establish and develop documentation of cooperative relationships with outside agencies to ensure appropriate services to student's ages 3 to 21 years (i.e. Vocational Rehabilitation, Head Start, Infant Learning and Public Health agencies), including support from SESA.
6. Work collaboratively with outside agencies to develop and implement district-wide Child Find plans and activities.
7. Develop special education employee job descriptions and make recommendations to the hiring committee and superintendent regarding the selection, retention and release of special education personnel.
8. Prepare, provide and oversee special education in-services, professional and/or paraprofessional training and documentation of such for surrogate parents, special education teachers, counselors, related service personnel, paraprofessionals and site administrators to ensure knowledge of current educational trends and practices.
9. Oversee timely and accurate submission of special education child counts (October and July) and participate with overall OASIS by reviewing IEP documents and ensuring that each database is accurate, including intensive claims (Brightways, PowerSchool & SEAS)
10. Oversee confidentiality and management practices associated with student records, meetings and services by providing training opportunities at the beginning of each school year, making

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reference to the State Special Education handbook and working on a case-by-case basis as needs arise.

11. Ensure acquisition of special education paperwork for student enrolling in or leaving the district by communicating with site administrators and administrative assistant to ensure that appropriate documents allowing access to student records have been completed and directed to the appropriate destination, including Cooperative Agreements with other districts.
12. Ensure delivery of a Free and Appropriate Public Education to students with disabilities by overseeing eligibility determinations, educational plan development, assessment processes, and commitment to meet State timelines for referral, assessment, implementation and review of student programs.
13. Collect monthly and quarterly special education reports documenting enrollment changes, paraprofessional training, appropriate use of special education personnel and quarterly attendance & progress reports. Oversee and assist in the completion of file reviews at the District Office and site levels to ensure the district's meeting compliance regulations on state mandated paperwork.
14. Ensure special education teachers are providing engaging lessons in an inclusive environment.
15. Authorize special education and counseling purchases of equipment, supplies, teaching materials and participation in travel, trainings, conferences and meetings. Prepare and monitor the special education budget and counseling budget by ensuring adequate funding for personnel, travel and purchases and by making necessary revisions.
16. Prepare and submit special education grants (Title VIB and 619) within specified timelines and monitor spending of fund allocations to ensure its use meets grant criteria.
17. Oversee and approve scheduling and program compliance for the Registrar, Counseling, Gifted, 504, and School Nurse programs.
18. Collect data and make recommendations to the Superintendent regarding early graduation, acceleration and retention for all of YKSD.
19. Oversee graduation procedures, including diploma and transcript printing & dissemination.
20. Other duties as assigned.

EQUIPMENT USED

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

INDEPENDENT DECISIONS

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

PRIMARY WORKING CONTACTS

Administrators, teachers, counselors, students, and parents.

SUPERVISION RECEIVED AND EXERCISED

Receives oral and/or written instructions from Superintendent.
Supervises counselors and classified support staff.

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UNUSUAL WORKING CONDITIONS

Some evening and weekend work will be required. Travel in small aircraft required.

EVALUATION

Annual written evaluation.

PHYSICAL AND MENTAL DEMANDS

The physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 40 pounds.

QUALIFICATIONS

Education: Alaska Type B certificate required; with a Type A or Type C Alaska certificate or a comparable certificate issued in another state.

Experience:

Minimum of three years satisfactory employment as a teacher or school psychologist in an elementary or secondary program.