

# Union Public Schools Job Description

**Position Title:** Director of Special Services  
**Department:** Teaching and Learning  
**Reports To:** Assistant Superintendent for Teaching and Learning

**FLSA Designation:** Exempt

**SUMMARY:** Direct and supervise District's Special Education Staff, Programs and Related Services in order to provide comprehensive educational services to all children with disabilities in the least restrictive learning environment; supervise the evaluation process of children suspected of having a disability, ages 3 (three) through 21 (twenty-one), under the provisions established by the Individuals with Disabilities Education Act of 2004 (IDEA) and Section 504 of the Rehabilitation Act, No Child Left Behind, the State Department of Education, and the District Special Education Policy/Procedure Manual to ensure that all students receive a free, appropriate public education.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Supervises special education staff, including psychologist, speech-language pathologist, occupational and physical therapists, special education teachers, and special education paraprofessionals.
- Prepares annual evaluation performance reports on psychologist, occupational and physical therapist and special services secretaries.
- Prepares federal and state student accountability reports.
- Prepares and supervises District and State Budgets under District, IDEA and Medicaid.
- Monitors Medicaid billing and reimbursement.
- Prepares and certifies October Child Count.
- Monitors class size and curriculum compliance.
- Prepares and certifies Special Education Data Report.
- Serves in District Mediation Process under IDEA and 504.
- Supervises SEAS Student Management System.
- Supervises Homebound Services and Alternative School Services.
- Maintains confidential special education student records.
- Orchestrates the integrity and vertical curriculum alignment of Pass, CARG A, CARG-M in grades pre-kindergarten through twelfth.
- Conducts pre-enrollment and schedules secondary special education course sections and assign teaching responsibilities for subsequent school year.
- Recruits, hires and supervises Highly Qualified special education teachers and paraprofessionals.
- Maintains SDE documentation on Highly Qualified status for special education teachers and paraprofessionals.
- Coordinates school services and placements of children transitioning from Sooner Start.
- Coordinates school nursing services and school Health Plans.
- Coordinates evaluation requests and services for private schools, Cornerstone, Head Start, Early Childhood Programs within the jurisdiction of Union Public School.
- Supervises Response to Intervention evaluation process.
- Requests and reviews records of newly enrolled IEP students, verify categorization and authorize placement.
- Serves as a liaison with building principals, counselors and special education staff.
- Serves as consultant with outside mental health agencies.
- Coordinates referrals for crisis intervention, maintain reporting records.
- Purchases technology equipment, curricular materials, software to augment the curriculum.
- Purchases tests, protocols and computer scoring systems to conduct psycho-educational evaluations
- Coordinates assistive technology evaluations.

- Coordinates evaluations and transition for eligible children from Early Childhood Program into Special Education and/or District Preschool programs.
- Serves as the District Coordinator of Section 504 students.
- Serves on District Crisis Intervention team.
- Attends weekly Teaching and Learning staffing.
- Attends monthly staffing with School Nurses.
- Conducts quarterly department meetings with special education staff.
- Conducts weekly staffing with District Psychologist.
- Coordinates professional development training.
- Supervises school psychologist interns, when applicable.
- Coordinates First Aid and CPR training for all paraprofessionals.
- Coordinates registration for special education aide to attend mandatory SDE paraprofessional training.
- Coordinates special education aide registering and taking the Para Pro exam.
- Maintains District attendance computer system, Kronos, for office staff.
- Works with various software applications, entering and retrieving data as needed.
- Works well with supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Supervises the equivalent of two or more full-time employees by providing direct supervision for District's School Psychologist, Occupational and Physical Therapists and special education office personnel and conduct supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include participating in interviewing, hiring and training employees, planning, assigning, and directing work assignments, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Master's Degree (MA) or equivalent; ten (10) years related experience in special education, or equivalent combination of education and experience in the psychological/social work/counseling/educational administration field. A combination of community and public school experience preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Oklahoma certification preferred

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to Superintendent, public groups, and board of directors.

**MATHEMATICAL SKILLS:** Ability to demonstrate advanced computer skills and knowledge. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS AND ABILITIES:** None.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required sit.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.