



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director of Special Education
Payroll/Personnel Type:	12 Month
Job #:	8702
Reports to:	Deputy Superintendent of Academics
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The director of special education will administer and oversee the special education department and the implementation and delivery of appropriate elementary and secondary program services for students with disabilities.

Essential Functions:

- Develops and monitors the overall vision for special education in collaboration with all stakeholders including parents, certificated and classified staff
- Assumes overall management responsibility for program design, compliance standards including instructional programs designed to maximize student performance
- Provides strong leadership in the oversight of the day to day operations of the special education department
- Establishes clear lines of communication at all levels; district, site and parent community regarding special education
- Allocates resources, monitors the use of state, federal and local funds for special education programs
- Assumes primary oversight of the Special Education Advisory Committee
- Develops monitors and manages the special education budget
- Manages all litigation which includes due process, mediation and resolution meetings required in federal law
- Develops and maintains alternative dispute resolution models
- Investigates and resolves formal complaints for students with disabilities
- Supervises and evaluates the performance of assigned personnel
- Serves as district liaison with local and state agencies
- Collaborates with the personnel office to ensure the staffing needs at all sites are maintained
- Organizes and is responsible for providing appropriate staff development
- Attend all board meetings and prepare reports deemed necessary for the superintendent and/or the board
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files
- Visit schools and other appropriate program sites to observe programs and operations
- Keep the associate superintendent informed of trends and changes
- Model district standards of ethics and professionalism
- Perform other related duties as may be assigned

Knowledge, Skills, and Abilities:

- Administration, principles and methods of educational and instructional services models
- Current educational programs, curriculum, and instructional practices and strategies which assist students with disabilities in securing a quality education



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- Budget development, implementation and administration
- District and site operations and appropriate support services to assure program effectiveness
- School district organization, operations, policies, and objectives
- Principles and practices of management including supervision, training, and performance evaluation
- Applicable federal and state laws, codes, regulations, policies, and procedures
- Interpersonal skills using tact, patience and courtesy
- Plan, organize, control, direct, and administer the delivery of special education programs for specified district-wide services
- Assess district and site program effectiveness for students with disabilities
- Exercise judgment and discretion in interpreting and applying policies and procedures
- Analyze situations accurately and adopt an effective course of action
- Prioritize work to meet schedules and timelines
- Prepare comprehensive narrative and statistical reports
- Supervise and evaluate the performance of assigned staff
- Work collaboratively with all stakeholders
- Work independently with little direction
- Utilize proper discretion in dealing with confidential matters
- Understand and be sensitive to those of culturally and linguistic diverse backgrounds

Experience:

- Minimum five years of experience as a senior manager in Special Education (required)

Education:

- Master's Degree in Education or Educational Administration (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

