

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Executive Director - Special Services

Reports to: Assistant Superintendent, Learning Services

POSITION SUMMARY

Oversee all matters related to the District's educational programming for students with diverse learning needs including Special Education, ESL, Gifted/Talented, 504, and students with unique health needs.

ESSENTIAL DUTIES & RESPONSIBILITIES

Collaborate with District Administrators to align educational vision, BOE Core Values, & standards implementation with Special Education long-range planning strategies.

- D 20% Direct and evaluate ISS supporting programs development, implementation, and assessment to preschool and K-12 students with diverse learning needs, and collaborate with District Administrators to ensure optimal blending of special and general education delivery as mandated by local, state, and federal laws.
- D 10% Manage the Department's human resources activities: hires/directs/mentors/disciplines/terminates; professional development activities; evaluations.
- W 25% Develop and maintain effective communications among the community, the faculty and the administration regarding student needs, programming, and instruction, including mediation and due process procedures.
- W 15% Direct and monitor effective instructional and curricular practices to students placed in detention centers, youth corrections, residential treatment centers, residential child care facilities, day treatment programs and hospitals.
- M 10% Oversee the delivery of staff development training for employees responsible for instructional delivery of children with special needs.
- Q 10% Prepare and monitor long/short range programming planning and budgeting, including analysis of budget expenditures and recommendations for on-going operations effectiveness, including space and facility needs.
- A 5% Analyze student assessment data and prepare Department of Education mandated reports on student achievement, including the Comprehensive Plan for Students with Disabilities.
- 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Master's degree in Special Education plus additional coursework resulting in a Colorado Type D Certificate/Principal/ Administrator's License.

MINIMUM EXPERIENCE

Seven years of special education administrative experience.
Five years contracted special education teaching experience.

SKILL REQUIREMENTS

Excellent interpersonal relations and oral and written communication skills.
Intermediate to advanced knowledge of developing, monitoring and evaluating special education curriculum, discipline plans and IEP plans.
Basic microcomputer and software skills.
Knowledge of special education laws.
Demonstrated skills in facilitation, problem solving and conflict management.

GENERAL EXPECTATIONS

Is flexible.
Has the ability to effectively communicate with the school district community.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION –

- ◆ Colorado Type D Principal's License
- ◆ Valid Colorado Driver's License

ESSENTIAL ENVIRONMENTAL DEMANDS - Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Regular/daily lifting five (5) to fifty (50) pounds.
Frequent sitting, bending, stooping, walking, standing, kneeling, squatting, and reaching.

SUPERVISORY DUTIES –

- ◆ Direct supervision of classified staff
- ◆ Indirect supervision of special education certified/classified staff

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.