

Job Title: DIRECTOR OF SPECIAL SERVICES

Qualifications: Master's degree or higher in Special education, Psychology or administration. Minimum of three years successful teaching experience. Minimum of three years successful administrative experience. Most possess or be eligible for certification as Special Education Administrator. Strong interpersonal, written, listening and verbal skills are required, including the ability to effectively present information to groups of individuals. Knowledge of state and federal laws pertaining to Individuals with Disabilities Act, , No Child Left Behind, McKinney-Veto Homeless Act, ADA. Knowledge of computerized and web base IEP and data reporting systems. Experience in a variety of educational settings helpful, but not required. Valid driver's license required. Such alternatives to these qualifications as may be appropriate and acceptable.

Reports to: Superintendent

Supervises: All related service personnel, all IDEA grant funded staff, and Administrative Assistant to the Director

Job Goal: To provide leadership in developing and maintaining student services and special education.

Type of Position: 12 Month **Salary:** approved by Hinsdale School Board

Hours per week: Exempt **Length of Contract:** to be negotiated by the Hinsdale School Board

Responsibilities:

- Work with the Superintendent to develop, present, and oversee special education budget of Hinsdale School District
- Develop and write grant proposals for the Hinsdale School District and assist with proposals developed at the school level. Monitor and evaluate funded projects
- Insure that correct procedures for completing the special education process are prescribed as part of district and understood and implemented by staff. Maintain essential program records necessary to insure statutory compliance, adequately monitor services and provide data for state programs and funding processes
- Insure that due process rights are afforded every student, parent, and school in the special education process by assuring distribution of parental rights and notifications, hearing complaints and working on resolutions with local schools, requesting and attending due process hearings or mediation sessions
- Insure a continuum of appropriate services for special needs students by assessing the needs of schools and students and developing essential programs
- Complete an annual review and updates the annual plan for education of the handicapped as prescribed by the state and federal statutes
- Acts as the Hinsdale School District contact person through which all correspondence and information from the State Special Education Bureau is processed and disseminated
- Transmit information to the staff, administration and school boards regarding philosophies, practices, and developments in the field of special education
- Observe and evaluate Hinsdale School District Related Service Personnel, all IDEA Grant-funded staff, in conjunction with building level teams
- Chair committees for the hiring of related services personnel and collaborative service personnel
- Evaluate special education programs, facilities, services, and curriculum and teaching practices. Recommends changes and additions as needed
- Coordinate services of outside agencies including Vocational Rehabilitation, Developmental Services, Mental Health, and the Division for Children and Youth Services
- Coordinate placement of students outside of the local school district
- Serves as Out Of District Liaison for Hinsdale students place in public school programs either by the district or through the court system
- Serve as Families in Transition Liaison
- Attend and participate in meetings of the Hinsdale School Board at the request of the Superintendent
- Review IEP's and oversee coordination of all IEP's
- Develop agendas for monthly/weekly department meetings and facilitate training of special services staff
- Work collaboratively with parents to make placement decision and resolve conflicts
- Coordinate all aspects of special education programming for the Hinsdale School District

- Attend all SAU level administrative and training sessions held by Special Services Department
- Work with administration on hiring, retaining and scheduling case manager and paras.
- Attend Court hearings on SPED students
- Work with Director of Student Services to coordinate NH Alternative Portfolios
- Oversee NHESIS system for Hinsdale School District
- Collaborate with principals to supervise and evaluate special education staff
- Serve as Local Education Agency for Special Education meetings
- Conduct department meetings and develop training programs
- Work cooperatively with building based staff to monitor substantially separate program
- Work with the principals to plan orientation training for new staff
- Oversee maintenance of special education files and records
- Performs such other tasks as may be assigned by the Superintendent of Schools of SAU #92

EVALUATION: Performance of this job will be evaluated on a yearly basis by the Superintendent
PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS

Lift up to 10 lbs: Frequently required
 Lift up to 25 lbs: Occasionally
 Lift 26 to 50 lbs: Rarely
 Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
 CARRY 11 to 25 lbs: Occasionally
 CARRY 26 to 50 lbs: Rarely
 CARRY over 50 lbs: Rarely

REACH above shoulder height: Occasionally
 REACH at shoulder height: Frequently required
 REACH below shoulder height: Frequently required
PUSH/PULL: Occasionally

**DURING AN EIGHT HOUR DAY,
 EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

Environment: Inside: 98% Outside: 2%

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally
 Bending: Occasionally
 Crawling: Rarely
 Squatting: Rarely
 Kneeling: Rarely
 Crouching: Rarely
 Climbing: Rarely
 Balancing: Rarely

WORK SURFACES: (describe)

Composite desk
 Carpet/tile floors
 Computer keyboard/screen

HAND MANIPULATION

Grasping:	Occasionally
Handing:	Frequently required
Torquing:	Occasionally
Fingering:	Frequently required

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

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

COGNITIVE AND SENSORY REQUIREMENTS:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by children
 Cleaning products

Special Conditions of Employment

All employees must pass a criminal history background check

Employee signature _____ Date _____

District Representative _____ Date _____