

WINOOSKI SCHOOL DISTRICT

Job Description: DIRECTOR OF SPECIAL EDUCATION & EARLY LEARNING

Date Approved/Updated: March 13, 2014

Location: Districtwide

Job Group: Administrator

Reports To: Superintendent

Summary of Position Responsibilities: To establish and integrate special education and ELL programs and requirements, identify and resolve issues relating to special education and ELL services, to help establish a positive collaborative school climate between regular education and special education, represents the school district as LEA in special education decisions whether individual or programmatic, and represents the school district in teaching English as a second language decisions.

Essential Duties and Responsibilities:

1. Establishes and maintains an effective learning climate for all students, teachers, liaisons and instructional assistants by making decisions and recommendations to the superintendent regarding all aspects of special education
2. Establishes with principals the supervision of the school's educational programs for students with special needs.
3. Coordinates the development, determination of appropriateness, and monitoring of special education programs.
4. Coordinates the District's special education services with other districts and agencies as appropriate.
5. Conducts in-service workshops and development programs for collaborating teachers, members of the support staff, and selected classroom teachers as necessary.
6. Establishes and implements in collaboration with building administrators procedures in the recruitment, screening, and assignment of special education staff.
7. Collaborates with principals, teachers, parents and students as well as with other school and community personnel in representing the district's special education needs as well as a focused understanding of a particular students needs.
8. Establishes liaison with the various offices and agencies within the community that provide specialized or professional services to staff, students and their parents regarding special services.
9. Establishes and maintains procedures for determining out of district placements for students who have severe needs.
10. Is responsible for implementing Federal and State Department regulations and in developing general, special, and remedial education programs.
11. Is responsible for preparing Federal and State grant applications, budgets, child count, *District News!* articles, and various other reports regarding the special education program.
12. Represents the district's special education position in regionally and nationally sponsored research projects.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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- 13. Is responsible for professional development in collaboration where appropriate with building principals (both staff and individual); for keeping current with the literature, law, new research findings, and improved techniques in instruction and staff development.
- 14. Attends local faculty, EST, and other appropriate meetings when needed.
- 15. Collaborates and assists principals with implementation of the district’s teacher/staff supervision and evaluation process.
- 16. Develop an early learning continuum in collaboration with other agencies to support the growth of children ages birth-5.
- 17. Other responsibilities as assigned by the superintendent.

Supervisory Responsibilities include: interviewing; hiring; training; appraising performance; supervising employees; addressing complaints and resolving problems; planning, assigning, and directing work

Qualification Requirements:

The requirements listed below are typical 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 in Special Education or related area. Teaching experience.

Certificates, Licenses, Registrations: Holds Vermont State License for Director of Special Education.

Language Skills: Ability to read, analyze, and interpret information from professional journals, state forms, legal documents, testing and assessment data. Ability to respond concisely and accurately to inquiries, questions and complaints from students, parents, colleagues, advocates, and community members. Ability to effectively present information related to job responsibilities to administrators, public groups, community members and School Board.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply math concepts such as fractions, percentage, ratios and proportions and to use basic formulas.

Reasoning Ability: Ability to predict, define, analyze, solve and facilitate solutions to practical and applied problems in various environments that elate to areas of responsibility.

Other Skills and Abilities: Other qualifications as determined appropriate by the Board of School Trustees and the Vermont Agency of Education.

Physical Demands:

The physical demands are typical 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. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

- | | | | | | |
|--|--|---|--|--|---|
| <input type="checkbox"/> F <input type="checkbox"/> Standing | <input type="checkbox"/> F <input type="checkbox"/> Walking | <input type="checkbox"/> F <input type="checkbox"/> Sitting | <input type="checkbox"/> F <input type="checkbox"/> Lifting | <input type="checkbox"/> F <input type="checkbox"/> Carrying | <input type="checkbox"/> F <input type="checkbox"/> Pushing |
| <input type="checkbox"/> F <input type="checkbox"/> Pulling | <input type="checkbox"/> F <input type="checkbox"/> Climbing | <input type="checkbox"/> F <input type="checkbox"/> Balancing | <input type="checkbox"/> F <input type="checkbox"/> Stooping | <input type="checkbox"/> F <input type="checkbox"/> Kneeling | <input type="checkbox"/> O <input type="checkbox"/> Crawling |
| <input type="checkbox"/> F <input type="checkbox"/> Crouching | <input type="checkbox"/> F <input type="checkbox"/> Reaching | <input type="checkbox"/> F <input type="checkbox"/> Handling | <input type="checkbox"/> F <input type="checkbox"/> Fingering | <input type="checkbox"/> F <input type="checkbox"/> Feeling | <input type="checkbox"/> C <input type="checkbox"/> Talking |
| <input type="checkbox"/> C <input type="checkbox"/> Hearing | <input type="checkbox"/> C <input type="checkbox"/> Far Vision | <input type="checkbox"/> C <input type="checkbox"/> Near Vision | <input type="checkbox"/> C <input type="checkbox"/> Color Vision | <input type="checkbox"/> F <input type="checkbox"/> Depth Perception | <input type="checkbox"/> C <input type="checkbox"/> Repetitive Motion |
| <input type="checkbox"/> C <input type="checkbox"/> Eye/Hand/Foot Coordination | | | | | |

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Physical Effort: Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work</i> XX	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

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. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

O Exposure to weather
 O Extreme heat
 O Extreme cold
 F Noise
 O Dust, vapors, fumes
C Time constraints
 C Public contact
 C Deadlines
 F Travel
 C Inside work

Terms of Employment: As negotiated with the Superintendent.

Compensation: As negotiated with the Superintendent.

Evaluation: Done annually by the Superintendent.

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