



MERIDIAN PUBLIC SCHOOL DISTRICT

ANNOUNCEMENT OF VACANCY

Director of the Office of Exceptional Children Education

NOTICE DATE: October 18, 2022

MINIMUM QUALIFICATION:

1. Master's Degree or higher in Education Administration.
2. 5 years of successful experience in Education Administration.
3. A valid Mississippi license with a 486 endorsement
4. Knowledge of sound special education instructional practices.
5. Experience in fiscal and budget management.
6. Effective communication skills.
7. Knowledge of exceptional education laws and support services.
8. Ability to work with administrators and teachers in improving instruction.

SUPERVISES: Professional and clerical staff of the Office of Exceptional Children Education

TYPICAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Conducts needs assessments and compiles other data on program needs for planning purposes.
2. Organizes and schedules staff and corresponding committees to address specific planning activities.
3. Involves the public, teachers, classified staff, students, school and district administrators as appropriate in planning activities.
4. Prepares and disseminates written plans.
5. Continuously updates program plans.
6. Organizes the special education program to serve identified students.
7. Initiates problem-solving techniques to address specific program problems and needs.
8. Prepares and administers budgets for the Office of Exceptional Children Education.
9. Serves as the school's liaison for special education students entering or exiting high school to outside district day or residential programs.
10. Approves all outside placements for the school district.
11. Ensure that student records are maintained and secured to ensure accurate information, reporting capabilities, and confidentiality in accordance with applicable laws.
12. Approves records on all students engaged in home instruction programs.
13. Oversees the assignment of students into special education sections.
14. Recommends components of behavioral management plans to administrative and teaching staff consistent with the needs of special needs students.
15. Coordinates the crisis intervention team and participates as a member, as needed.

Meridian Public School District does not discriminate on the basis of age, race, color, religion, disability, national origin, genetic information or veteran status.



MERIDIAN PUBLIC SCHOOL DISTRICT

16. Coordinates special education services with other pupil services.
17. Promotes a school environment conducive to individualized instruction, cooperative curriculum development, and student learning.
18. Meets with students, parents, and related school personnel regarding student needs.
19. Oversees special education and other pupil services budget requests and administration; apply for grants to assist the school district in obtaining funds for special services needs.
20. Assists in school and system-wide curriculum development and staff development in areas of responsibility.
21. Serves as liaison with state officials and agencies regarding legislation, programming and other matters covering areas of responsibility.
22. Supervises and monitors the health services programs related to special education.
23. Assist with special service transportation issues.
24. Reviews and approves requisitions for special education curriculum materials, supplies and equipment.
25. Keeps abreast of developments in the fields of special education, student assessment and school health programs.
26. Keeps other school district staff informed of changes in laws or regulations in areas of responsibility.
27. Manages and supervises all employees in responsibility areas, including the recruitment, selection, training, professional development and evaluation of staff under areas of responsibility; makes recommendations regarding goals, provides constructive feedback and takes corrective action if necessary.
28. Coordinates and attends meetings with district staff and parents, serves on committees, and conducts professional development as needed to fulfill responsibilities.
29. Participates in professional development activities to enhance professional knowledge.
30. A 40-hour work week is required, but daily hours may vary according to requirements and job responsibilities.
31. Demonstrates prompt and regular attendance.
32. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.
33. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Salary based on administrative pay scale reporting 235 days per year.

SALARY RANGE: \$82,535 - \$117,423

EVALUATION: Annually

Please apply online on the Meridian Public School District Website at
www.mpsdk12.net

Meridian Public School District does not discriminate on the basis of age, race, color, religion, disability, national origin, genetic information or veteran status.