



Striving for Academic Excellence, Together!

P.O Box 189, Rosedale, MS 38769

Phone: (662) 759-3525

Fax: (662) 769-6316

Director of Exceptional Education

Qualifications

- Holds MS Educator Licenses in Exceptional Education and Career Administrator
- At least five (5) years of experience in Exceptional Education as a teacher, program manager or coordinator
- Excellent knowledge of Policies and Procedures regarding Children with Disabilities under the Individuals with Disabilities Education Act Amendments of 1997 (IDEA 97), Amendments of 2004, and thereafter
- Possess the leadership skills to implement all statutes/decrees in accordance with state and federal laws involving IDEA
- Serve as advocate for children with disabilities
- Ability to work cooperatively with Superintendent, MDE staff, incoming personnel, families and advocates for special needs children, and other stakeholders

Duties & Responsibilities

- Successfully implement policies and procedures involving children with disabilities
- Successfully consolidate all incoming student records and resources to form a progressive special education services department
- Successfully completes and submits program application(s) annually for funding
- Monitors and evaluates program services
- Responsible for Child Find, Professional Learning Program, and Advocacy
- Successfully prepares and completes Annual Performance Report
- Provides technical assistance for staff serving in the specialized profession
- Researches and keeps Superintendent, Board, staff and parents informed on emerging issues and services
- Establishes procedures for confidentiality and records maintenance
- Parents and Community Engagement

Reports To

- Superintendent

Supervises

- Staff members designated by the Superintendent

Board of Trustees:

Ruby Miller (Dist. 1), Charlie Jackson (Dist. 2), Keith Thomas (Dist. 3), & Rose Tate (Dist. 4), Jacqueline Lloyd (Dist. 5)

Job Goal

- To provide sound educational programs for children with disabilities or with children who require partially differentiated services from the regular classroom.

Performance Responsibilities

1. Contributes to the development of total district philosophy of
2. Assists in the adaptation of school policies to include special education
3. Recommends policies and programs essential to the needs of exceptional
4. Keeps the Superintendent and Board abreast of legal requirements, and all current and emerging special education
5. Supervises and coordinates all classifications of program
6. Develops district and school guides for staff and families to fully understand policies and procedures for Exceptional
7. Establishes procedures for identification, assessment, placement, and evaluation of program
8. Develops procedures for referral, securing medical reports, psychological examinations, or other pertinent
9. Supervises and coordinates home instruction for homebound and hospitalized students.
10. Assists in recruitment, selection, and recommendation for hiring of special education personnel.
11. Assumes responsibility for filing and completing pertinent reports, purchasing equipment supplies and learning resources, transportation, budget recommendations, professional learning, program updates, inventory control and records
12. Consults and responsive to parents or families of students enrolled in the program.
13. Develops effective procedures for monitoring student progress and planning with regular education and special education services
14. Assumes responsibility for own professional growth and development for keeping current in the
15. Works cooperatively with directors of federal programs and curriculum, building principals/personnel and parents in improvement of staff and student
16. Participates in the planning of instructional education syllabus with regular education staff.
17. Participates in the planning of the professional learning program based on needs of instructional staff.
18. Develops other related duties as assigned by the superintendent or the Board.

Evaluation

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Apply: <https://westbolivar.tedk12.com/hire/View.Job.aspx?JobID=271>