

DIRECTOR OF SPECIAL PROGRAMS

AD26

QUALIFICATIONS:

The Director of Special Programs shall hold or be eligible to hold a Colorado Certificate endorsed for Special Education Administration.

He/she shall hold at least a Master's Degree in the Special Education field.

He/she shall have classroom or related public school experience.

TERM OF EMPLOYMENT:

Annually as approved by the Board of Education

ESSENTIAL FUNCTIONS:

Coordinate special education program of the district, including Gifted/Talented, 504 student services, and Second Language Programs. Supervise Child Find Services and other related federal programs. Demonstrate the ability to work with various publics, including parents, students, staff and administration. Ensure the effective maintenance of fiscal and student records of the programs to which assigned as director. Demonstrate knowledge of special education, gifted/talented, second language programming and other programs assigned, including but not limited to legal requirements, policy requirements, procedural components, and daily operational aspects. Effectively evaluate personnel and programs as assigned. Develop scope and vision for programs assigned. Recruit and recommend personnel in conjunction with building principals for the programs assigned.

DUTIES AND RESPONSIBILITIES:

- Administration of special programs in the district as determined by the Superintendent of Schools.
- Develops, directs and administers training in the due process procedures as related to the identification and placement of students with disabilities.
- Establishes and facilitates procedures to process and place eligible pupils in Special Education classes for admission or dismissal.
- Develops and initiates screening programs or continuous identification of children with disabilities.

DIRECTOR OF SPECIAL PROGRAMS

AD26

- Develops budget recommendations, maintains information on state funding and provides expenditure control on established budgets for Special Education, Gifted/Talented and Second Language.
- Develops required and needed programs for all students with disabilities through systematic planning efforts.
- Recommends policies, programs and procedures essential to the needs of children with diverse needs.
- Advises staff and administrators of legal requirements governing Special Education, Gifted/Talented, and Second Language.
- Interprets the objectives of special education, gifted/talented, and second language services to the Board, the administration, the staff and the public-at-large.
- Prepares all local, state and federal reports, as may be required.
- Cooperates with public and private agencies, organizations and professional personnel in securing and providing services for students with disabilities and other conditions that may put students at the risk of failure.
- Participates with principals in the recruitment, selection, assignment and evaluation of all Special Education, Gifted/Talented, and Second Language personnel.
- Responsible for the oversight and evaluation of a comprehensive special education program and 504 student services for the school district in accordance with the School Board’s objectives and polices and state and federal statutes.
- Responsible for the oversight and evaluation of all assigned programs in the district including Gifted and Talented, ELL, Federal Programs and Special Education.
- Performs such other tasks and assumes such other responsibilities as the Superintendent may assign or delegate.

SALARY: Determined by placement on salary schedule as approved by the Board of Education

RESPONSIBLE TO: Superintendent

EVALUATION: As specified in Policy GCOC and appropriate rules and procedures.

DIRECTOR OF SPECIAL PROGRAMS

AD26

ADOPTED: May 2003
December 2007