

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE:

Special Education Director (SSN)

DEPARTMENT/PROGRAM AREA: Special Education

IMMEDIATE SUPERVISOR: Executive Director

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

To provide quality leadership, supervision, and management of all Special Education programs and activities and ensure appropriate instructional programs for all students with special needs. To monitor and advise member districts in matters that relate to compliance with Federal and State regulations. To provide personnel and programs that meet the diverse needs of students receiving special education services.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. Shall possess the necessary license required by the Colorado Department of Education or be endorsed in the appropriate areas accepted by the Colorado Department of Education in lieu of such license.
2. M.A. degree in Educational Administration or Special Education required.
3. Training and ability to supervise and evaluate staff.
4. Three to five years of teaching experience, experience as a coordinator or program director with responsibilities in planning, evaluating, and implementing special education programs.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Assist in the preparation of required applications and reports for the operation of special education programs.
2. Monitor compliance with rules and regulations of the special education program including due process rights of students.
3. Responsible for interpreting the Special Education objectives and programs of the SLV-BOCES to the Boards, the administration, the staff, and to the public at large.
4. Responsible for being current and knowledgeable of the federal and state laws relating to special education.
5. Responsible for providing leadership in establishing new programs and improvement of existing special education programs; evaluating and making recommendations for changes and additions as needed and required.
6. Responsible for recommendations for staffing patterns and program configurations for BOCES special education program and within member districts by request, through the intensity study process.
7. Responsible for establishing and monitoring procedures that place eligible pupils in special education, from referral to dismissal.
8. Responsible for evaluating central office special education staff and district special

education staff, upon request and in cooperation with, the building principal or superintendent.

9. Participate in the development of curriculum for special education programs.
10. Responsible for recruitment and retention of appropriately licensed special education personnel and all processes required for TTE applications.
11. Assist in the development and maintenance of a comprehensive system for education-related data and records of all children formally considered or enrolled in special education.
12. Responsible for conferring, within a required period of time, with superintendents regarding parents who request mediation or a due process hearing.
13. Assist in arranging, through district transportation officials, for transportation of all children eligible for special transportation.
14. Assist in compiling, maintaining and keeping on file, all required special education reports and records legally required or administratively useful in the provision of special education services.
15. Assist in the supervision and coordination of home instruction for homebound or hospitalized students with special needs.
16. Attend all meetings of the Board of Directors of the SLV-BOCES, Superintendent Advisory Committee and Leadership Team.
17. Attend all State Directors meetings in an effort to remain current in special education issues.
18. Responsible for cooperating with public and private agencies, organizations and professional personnel in securing and providing services for students with disabilities.
19. Responsible for developing activities and professional growth opportunities for all special education staff.
20. Responsible for providing children/preschool and transition services that meet federal requirements.
21. Responsible for all contractual agreements for preschool and out of district placements.
22. Participate in state, local and higher education meetings/trainings that will have a direct impact on providing better instructional programs for student achievement.
23. Responsible for local comprehensive plan for special education, participation and required reports in the state improvement monitoring process for the administrative unit.
24. Performs other tasks and assumes other responsibilities as may be assigned by the Executive Director of SLV-BOCES.

IV. SPECIFIC SKILLS AND OTHER POSITION REQUIREMENTS:

1. Serve as liaison to Colorado Department of Education Special Education unit in all matters concerning the special education programs.
2. Oversee special education programming to ensure instructional effectiveness for students.

V. EVALUATION PROCEDURES: The position will be evaluated according to the process defined in the SLV-BOCES' policy and procedural manual.

VII. COMPENSATION/TERMS OF EMPLOYMENT: Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The employee's contract will stipulate

the terms of the agreement including the number of contract days, applicable benefits and position assignment.

VIII. DISCHARGE FOR CAUSE: The employee may be discharged for cause upon the grounds set forth in section 22-63-301, C.R.S. (but the procedures and other provisions of that article shall not apply). The Board shall not arbitrarily or capriciously call for the employee's discharge for cause, and the employee shall have the right to receive with a written statement of charges, notice of hearing, a fair hearing before the Board (no member shall claim to be disqualified for any reason), and the right to be accompanied by legal counsel at her sole expense. In the event of discharge for cause, no severance payment or other compensation for the remainder of the term of this Agreement shall be due the employee, except for fringe benefits accrued but unpaid as of the date of discharge according to established Board policy applicable to licensed administrative employees. Nothing in this paragraph shall be construed so as to limit or restrict or as a precondition on the right of the either party to pursue legal remedies otherwise available at law or equity.

IX. TERMINATION FOR REASONS OTHER THAN CAUSE:

A. By Employee. The employee may elect to terminate this Agreement by giving notice in writing within the time periods specified in paragraph below.

B. By the Board. The Board may elect to terminate this Agreement for reasons other than cause by giving the employee written notice of such termination. In the event of termination for reasons other than cause during the first Contract Year, and provided that the employee does not remain in the employ of the SLV BOCES in another capacity after such termination, the employee shall receive a lump sum payment in lieu of sums due for salary hereunder amounting to six (6) months' salary, at the rate then in effect. In the event of termination for reasons other than cause during the final Contract Year during the term, and provided that the employee does not remain in the employ of the SLV BOCES in another capacity after such termination, the employee shall receive a lump sum payment in lieu of sums due for salary hereunder that is equal to the balance of the salary payable to employee for six (6) months' salary or the remainder of such Contract Year as of the date of termination, whichever is less. Should such termination occur during any renewal term, the lump sum payment shall be the lesser of the balance due for the remainder of the renewal term or six (6) months' salary, at the rate then in effect.

READ AND REVIEWED BY EMPLOYEE ON: _____

Employee Signature

Supervisor Signature

Executive Director Approval

Date

