

**St Francis School District**  
**Job Description**

**Job Title:** Director of Special Education  
**Job Category:** Professional/Administrator

**Reports to:** Board of Education  
**FLSA Status:** Exempt

**SUMMARY** - The Director of Special Education is responsible for professional and administrative work planning, directing and supervising the development and implementation of a total instructional program for special education students, Section 504 and students receiving services for ELL, ensuring the compliance of the program with local, state and federal regulations, and related work as apparent or assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (other duties may be assigned):

1. Provide leadership for the implementation, compliance, inclusion, evaluation and coordination of student services programs including Special Education, Immigrant programs, alternative instruction, minority programs, and others, as student needs dictate.
2. Serve as the Local Educational Agent for special education issues and needs.
3. Collaborate with other schools and outside agencies and represents the District in support of program improvement.
4. Collaborate with and supports the work of the principals and the school student support teams.
5. Present regular reports to the School Board to provide information on the needs, growth and achievement of special populations.
6. Plan, organize and direct the administration and coordination of the District special education programs; work with principals and Pupil Services Team to ensure coordination of programs, services and placements.
7. Direct the work of the Pupil Services Team.
8. Ensure compliance with state and federal regulations governing special education programs and services.
9. Supervise and monitor the development of procedures for placement, evaluation, assignment, and reappraisal of students.
10. Make recommendations of special education, 504 and ELL programs needed by the schools in accordance with the State and Federal regulations.
11. Develop and administer grant applications for special education projects.
12. Conduct and coordinate departmental administrative meetings.
13. Supervise the maintenance of all state and federal reports, records, and other documents legally required related to special education, 504 and ELL services.
14. Interpret all laws, regulations, statues, rules, philosophies, and policies affecting special education programs to the staff, parents, students, and the community at large.
15. Make budget recommendations and provides expenditure control for requisitioning, ordering, and paying for equipment and supplies.
16. Supervise in-service programs designed to foster professional growth.
17. Formulate proposals for the development and revision of board policies pertaining to special education programs.
18. Attend staff, school board, community groups and related meetings when appropriate.
19. Prepare, update and submit various reports and files internally and externally.
20. Prepare and recommend annual budget for operation and maintenance of department services.
21. Work in collaboration with surrounding school districts, and agencies related to student placement, achievement and identification.
22. Serve as a role model for students by conducting self as a responsible, intelligent citizen.
23. Instill in students the belief in and practice of ethical principles and democratic values.

**EDUCATION and/or EXPERIENCE**

1. Master's degree or equivalent;
2. minimum of three years of teaching experience;
3. administrative experience as a principal or assistant principal highly desired.

**St Francis School District  
Job Description**

**CERTIFICATES, LICENSES, REGISTRATIONS**

Wisconsin Administrative License issued by the Department of Public Instruction (80)

**QUALIFICATIONS** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS**

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively and make meaningful presentations before groups of students, employees, community members, and the Board of Education.
4. Ability to write articles for publication that conform to prescribed style and format.

**MATHEMATICAL SKILLS**

1. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
2. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

1. physically manage or restrain disruptive students when necessary;
2. regularly sit and talk or hear and operate a telephone and/or computer;
3. frequently stand; walk and reach with hands and arms;
4. occasionally lift and/or move up to 50 pounds;
5. 20/20 vision, close vision and depth perception.

**WORK ENVIRONMENT** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

1. regularly works indoors and will occasionally work outdoors;
2. the noise level in the work environment ranges from quiet to loud, but is usually moderate.

**DRUG-FREE WORKPLACE** - The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy [3122](#) throughout his/her employment in the District.

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. This job description is intended to comply with the American with Disabilities Act; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*