

Hobbs Municipal Schools Job Description

Position: Director of Special Education

Supervisor: Superintendent, Assistant Superintendent

General Job Description: The Director of Special Education shall assume responsibility for planning, development, coordination, and management of all special education programs, services, budgets and personnel and shall ensure compliance with state, and federal regulations governing the delivery of services to students with disabilities.

Qualifications:

1. A master's degree.
2. A valid New Mexico administrative license as required by the State of New Mexico.
3. A minimum of five years public school experience in at least one area of special education.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examines issues and takes initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of education's organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Use supervision, staff development and performance evaluation to improve the performance of employees. To do this, the administrator follows procedures consistent with state and local Teacher/Support Performance Evaluation Plan.
11. Work cooperatively with building administration and staff in planning, implementing and managing programs and services for students with disabilities.
12. Ensure that all students with disabilities in the Hobbs Municipal schools are provided a free and appropriate public education through the provision of instructional programs, and related services.
13. Assist the Superintendent of Personnel in the recruitment, and employment of properly licensed personnel as required to provide services to students with disabilities consistent with their IEP's.
14. Conduct on-going assessment to identify need within the district for use in planning of budgets and programs.
15. Assist the Superintendents in planning, developing, and managing operational budgets.
16. Conduct the application process required for receipt of funds under federal grant projects.
17. Develop local policies and procedures to ensure compliance with state and federal regulations.
18. Develop policies and procedures to govern the delivery of special education and related services, including staff assignments.
19. Develop policies and procedures to govern the evaluation of students referred for special education services, including staffing patterns and organizational structure.
20. Conduct performance evaluations for staff assigned to the special education office.
21. Coordinate staff development opportunities to enable staff to better serve the needs of special education students.
22. Coordinate the delivery of homebound services when recommended through the IEP process.
23. Conduct, in cooperation with building administrators, staff, parents, and community, on-going evaluation of programs, services, and coordinate the long range planning process to meet the needs of students.
24. Cooperate with the transportation department in planning and delivery of services to students whose IEP's require.
25. Approve absences of Special Education Personnel.
26. Establish and maintain on-going communication with the administration and regular/special education staff.
27. Other tasks as may be deemed appropriate and necessary by the Superintendent and/or Assistant Superintendents.

Additional Duties and Responsibilities:

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.