

GORHAM SCHOOL DEPARTMENT

TITLE: Director of Special Services (Special Education and 504)

QUALIFICATIONS:

1. Maine Department of Education certification as Administrator of Special Education (#30)
2. Demonstrated leadership in education
3. Knowledge of all pertinent legal requirements at both the State and Federal levels

REPORTS TO: Superintendent of Schools

JOB GOAL: To ensure the provision of appropriate educational programming and services for students.

RESPONSIBILITIES:

1. Works collaboratively with appropriate members of the leadership team to administrate special education and 504 services.
2. Advises the Superintendent on all critical special education and/or related instructional support issues.
3. Attends and/or chairs Individual Education Planning (IEP) meetings and acts as a resource to building administrators and special education team leaders in IEP situations and in formulating procedures to facilitate the IEP process.
4. Investigates alternative programming and solutions for out of district placement for state agency clients and special education students.
5. Recommends policies and programs essential to the needs of students with disabilities and evaluates existing programs as an ongoing responsibility and recommends changes and additions as dictated by student needs and/or changes in legal mandates.
6. Keeps abreast of educational changes and developments by attending appropriate meeting, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
7. Oversees the completion and maintenance of all appropriate special education and 504 records, forms and reports; local, state, and federal.
8. Prepares and submits budgetary requests, and monitors expenditures of allotted funds including the maintenance of state and federal grant allocations and submissions.
9. Organizes and supervises all extended school year (ESY) services for eligible students.
10. Acts as the district's Section 504 coordinator, attends 504 eligibility meetings and keeps building coordinators up to date on 504 knowledge.
11. Coordinates compliance with the Family Educational Rights and Privacy Act (FERPA).
12. Performs such other tasks as may be assigned by the Superintendent.

WORK YEAR: Ten-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation – *Evaluation of Administrators*.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

May 29, 2014