

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Director of Exceptional Children Services

Department: Curriculum and Instruction

Date: June 2008

Reports To: Chief Academic Officer

Grade: 131

Purpose of Job – To improve the student achievement of special education students in order to prepare them for a successful transition into post-school activities, including post-secondary education, independent living, employment and/or community participation.

Essential Duties and Responsibilities

- Monitors and evaluates on an ongoing basis, special education curriculum, programs, and student achievement.

- Evaluates and monitors the implementation of special education program guidelines, district policies and regulations for compliance with state and federal government regulations and laws.

- Monitors and evaluates the allocation of special education resources.

- Interprets the objectives and programs of the special education services to the Board, staff, and public.

- Assists in the development of school improvement plans to include special education needs.

- Interprets the objectives and programs of special education services as directed by the Board and Director of Schools.

- Implements procedures for referral, evaluation, placement, assignment, and reappraisal of students with regard to the special education services program.

- Develops budget recommendations and provides expenditure control on budgets for special education.

- Responsible for compiling, filing, and maintaining all reports and records with state, local, and federal departments agencies.

- Contact person for any litigation for the school system, regarding special education.

- Represents the school system in Mediations and Due Process Hearings per state and federal regulations.
- Supervises and assigns lead teacher, psychologists, physical therapists, occupational therapists, transition instructors, special education consulting teachers, census monitor, clerical staff, and all other special education instructional staff assigned to Central Office.
- Interviews, recommends to Director for employment, trains, and evaluates school psychologists and related service providers in cooperation with school principals.
- Interviews, recommends to Director for employment, trains, and evaluates Lead Teacher, Special Education Consulting Teachers, Special Education Administrative Assistant, clerical staff, and all other special education instructional staff assigned to Central Office.
- Schedules and conducts staff meetings.
- Communicates with parents, students, and appropriate others regarding additions, deletions, and other changes in special education programs.
- Cooperates with colleges and universities regarding teacher training and preparation.
- Approves in-services and training for special education teachers.
- Consults with Transportation Director regarding the implementation and compliance to requirements of special education transportation.
- Develops and implements procedures for purchasing special education equipment and supplies.
- Keeps informed of all legal requirements governing special education and communicates changes to principals, teachers, and other impacted personnel.
- Conducts in-service and training of teachers regarding special education rules, regulations, and special education best practices.
- Reviews, develops, evaluates and monitors contracts with outside agencies.
- Operates as contact person for all outside agencies and persons.
- Determines need and location of all special education programs.

Additional Job Functions

Performs other duties as required.

KNOWLEDGE OF JOB

1. State of Tennessee administrative certification or professional growth plan evidenced of participation in educational administration.
2. A minimum of five years of successful special education teaching experience.
3. Effective professional relationships with students, teachers, administrators, parents, and community.
4. High level of organizational skills and ability.
5. Skill in quick, effective decision making.
6. Ability to communicate effectively with diverse populations.
7. Forward-thinking in educational views and evidence of a willingness to accept change.
8. Administrative experience preferred

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date