

**DE SOTO AREA SCHOOL DISTRICT
DIRECTOR OF SPECIAL EDUCATION/DESIGNEE
JOB DESCRIPTION**

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Qualifications: (1) Maintain certification and licensure by the Wisconsin Department of Public Instruction.

(2) Demonstrate the ability to interact with school employees, community members, and students.

Reports to: District Administrator

Consults With: Building Principals
Special Education Staff
Classroom Teachers PK-12
School Nurse
Parents/Guardians
Consultants (In-house/Out-of-house)
CESA Personnel
Department of Public Instruction
Others as needed

Position Functions:

The director of special education is an administrator who provides appropriate assistance to general and exceptional education staff and to children with known or suspected exceptional educational needs. Provide the appropriate liaison assistance with parents, and keep appropriate records which are consistent with State and National regulations.

Responsibilities:

1. To provide in-service and other assistance to general and special education staff relevant to children with known or suspected exceptional educational needs.
2. To provide the appropriate liaison assistance with parents and other agencies relevant to special education and general education students.
3. To develop a record keeping system based on local district's policies which are consistent with State and National regulations.
4. Serves as consultant on all evaluative IEP meetings.
5. Engages in program planning for both disabled and non-disabled students.

6. Confers with parents to interpret all evaluations and provide recommendations for individualized instruction at school and improved management at home.
7. Maintains case records on all referred students.
8. Prepares written reports of all formal evaluations.
9. Recommends, implements, and evaluates behavior management strategies.
10. Confers with teachers, administrators, and other support personnel regarding individual referrals.
11. Conducts classroom observations of individual students or groups of students.
12. Assist in pre-school screening
13. Maintains professional development through attendance at conferences, conventions, or other meetings.
14. Completes forms relative to Special Education Services as required by the Department of Public Instruction.
15. Is assigned the responsibility of Evaluative IEP meetings which includes the following functions:
 - Makes direct contact with parents or assigns the responsibility for parent contact regarding individual referrals.
 - Secures all necessary written signatures within the IEP process.
 - Schedules all evaluative IEP meetings.
 - Assumes responsibility for case follow-up or assigns this responsibility to other staff members.
 - Completes and maintains all IEP records.
 - Conducts screening of all new transfer and entering pre-k and kindergarten students.
 - Completes reports required by the Department of Public Instruction relative to Individualized Education Plan functions or Exceptional Educational Needs services.
 - Completes IEP evaluative summary reports on a periodic basis and prepares data for the School Board.
16. As district designee, places children in appropriate programs according to the IEP recommendations and the statutes.

APPROVED: August 20, 2007
