



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Director of Special Education

Reports to: Superintendent

Purposes and Objectives of the Position:

The Director of Special Education provides leadership and supervision to the Lansing USD 469 special education programs and assists the Superintendent and Lansing Board of Education to maximize the effectiveness of special education services to schools and students.

Qualifications:

- Minimum 10 years' experience in teaching and school administration
- An earned master's degree with a major in educational administration
- A valid administration and special education license issued by the Kansas State Board of Education

General Duties and Requirements

Communication

- Provide the Superintendent and Lansing USD469 Board of Education with appropriate information to assist in effective decision-making.
- Facilitate the processing of information and shared decision-making with the Assistant Director and the Special Education Coordinator
- Provide information to the special education staff in order to maximize their effectiveness in the provision of special education services.
- Collaborate/communicate with community and state organizations to maximize the efficiency and effectiveness of special services to children and families.
- Develop with the other special education administrators a delegation of duties that assigns responsibility for each special education administrative task to a specific individual.
- Communicate at least weekly with the special education administrative staff regarding the status of special education services, programs and personnel within the assigned districts.
- Supervise the production of procedural manuals for certified staff, paraeducators, and principals.
- Represent the Lansing USD469 Special Education Department on state and local collaborative councils.
- Develop and present information on the Lansing USD469 Special Education Department and local programs to district and special education personnel, service clubs, and the media as required by regulations and when requested by individuals or groups.
- Supervise the completion of all state and federal reports regarding special education services and personnel.
- Provide for the dissemination of all information, forms, and procedures necessary for the implementation of state approved special education programs as set forth in the state regulations/process handbook.

Program Evaluation

- With the special education administrative staff, research the current status and needs of the Lansing USD 469 Special Education Department in relation to the relevant state and federal regulations and judicial interpretations.

- Develop recommendations for the Superintendent and the Board of Education concerning major program revisions, changes in job role descriptions of special education employees and policies and procedures necessary to ensure compliance and program quality.
- With the special education administrative staff, oversee the compliance of all special education programs to the prescribed special education processes, procedures, and documentation as set forth in state and federal guidelines.
- Suggest to the Superintendent and the Board of Education any remedial action to assure the compliance of special education programs.
- Oversee the development and maintenance of special education policies and procedures and the dissemination of the procedures to staff in such a manner as to assure their appropriate implementation.
- Act as a spokesperson for the Lansing USD469 Special Education Department when interpretations of special education regulations or policy are needed for parents or personnel in local districts.

Staff Supervision and Evaluation

- Assure that evaluation of Lansing USD469 special education staff occurs as required by state statute.
- Make recommendations concerning the continued employment or nonrenewal of special education staff members.
- Assist the Lansing USD469 staff in designated programs by providing suggestions regarding program improvement, clarification of regulations and policies, resources, mediation of conflicts, and general problem solving.
- Supervise and evaluate the Assistant Director and Special Education Coordinator.
- Make budget recommendations regarding special education programs to the Lansing USD 469 Director of Finance.
- Collaborate with building principals in the evaluation of Lansing USD469 special education staff in designated programs.
- Supervise and assist special education administrative staff in the evaluation of Lansing USD469 special education personnel in designated programs within the appropriate timelines as required by state statute and Board of Education Policies.
- Complete performance improvement plans when necessary.

Recruitment

- Determine, with the special education administrative staff, the Lansing USD469 special education program staffing needs.
- Proactively recruit applicants for special education positions by promoting and marketing.
- Monitor through the use of the MIS, class size/case load formula, and feedback from special education administrative staff, the current status of staffing patterns and project future needs.
- Locate potential applicants by attending recruiting fairs at universities, contacting university placement centers and other creative methods.
- Maintain a current personnel vacancy list and a process for accounting of applications, screening credentials and transcripts.
- Arrange for local district administrators to interview promising candidates and select persons to fill vacancies.

Staff Development

- Collaborate with the special education administrative staff in planning and implementing a program that will enable all staff to have the necessary skills to carry out their assigned job role and will assure special education services that are of good quality and in compliance with state and federal regulations.

- Collaborate in planning and delivering staff development to administrators and general educators on their respective roles in the implementation of state approved special education programs.
- Oversee the planning and implementation of staff development opportunities for special education staff.
- Attend regional and state conferences to obtain information relevant to the Lansing USD469 special education program.
- Present staff development programs as needed.

Early Childhood Special Education Program Objective:

- Provide leadership and coordination for the Lansing USD469 Early Childhood program for children ages three to five to assure that services are of good quality and in compliance with all federal and state regulations.
- Arrange for staff development and follow-up to assure that early childhood special education staff are familiar with the regulations and are applying the appropriate philosophy and regulations for each situation.
- Performs other duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.