

## Red River Parish School Board

### Job Description

**Title:** Director of Special Education Service

**Qualifications:** Must have a valid LA Teaching Certificate in area of Director/Supervisor of Special Education or Educational Leader 2 (EDL 2)

Five (5) years of successful professional school experience in the area of Special Education, three (3) of which must have been during the five (5) year period immediately preceding appointment to the supervisory position

Master's Degree from Accredited University (Effective June 1, 2016)

**Superordinate:** Pupil Appraisal Staff and Special Education Staff

**Superordinate:** Superintendent

### Performance Responsibilities

1. Assumes general supervision of Special Education Program, Child Search, and Pupil Appraisal.
2. Works cooperatively with other directors to provide Professional Development, for Pupil Appraisal personnel, Special Education teachers, aides, related service providers, and other in accordance with the requirements of the State Comprehensive System of Personnel Development.
3. Prepares annual applications for State and Federal Funds according to procedures established by the Office of Special Educational Services of the State Department of Education.
4. Maintains curriculum enrollment list, by school of the name of each child being provided Special Education and related services.
5. Prepares and submits required local, state and federal reports.
6. Develops for Board approval, system Special Education policies and procedures to ensure compliance with state and federal laws and regulations.
7. Provides leadership in the planning and development of Special Education curriculum and programs for the system.
8. Oversees the preparation of grant funding for Vocational Education and Jumpstart Pathways.
9. Advises teachers and administrators in the selection and use of materials for Vocational Education and Jumpstart Pathways.
10. Coordinates Vocational Education and Jumpstart Pathways culminating credential testing and verification of certification for students and counselors.
11. Assesses sequence of occupational programs and make recommendations for change.
12. Establishes and promotes high standards and expectations for students and staff for academic performance and responsibility for behavior.
13. Works cooperatively and collectively with principals, staff and other directors to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
14. Collects and analyzes data, particularly state assessments, regarding the achievement of students and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications in existing programs.
15. Provides opportunities for effective staff development that addresses the needs of the instructional program, including workshops, conferences, visitations, demonstration lessons and sessions in which the staff shares successful practices and strategies.

16. Monitors instructional areas to ensure that the facilities support instruction and are attractive, organized, functional, healthy, clean, and safe, with proper attention to the visual, acoustic, and thermal environments.
17. Observes the ethics of the profession and encourages adherence by the faculty, staff and student body.
18. Exhibits ethical and moral character and encourages the same within the faculty, staff and student body.
19. Meets the Professional Development requirements of Bulletin 1525.
20. Performs other duties as assigned by the Superintendent.

**Professional Ethics**

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board’s dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board’s Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board’s dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)	Employee Signature	Date
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Immediate Supervisor	Date
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Terms of Employment:            **12 Months**