

FREMONT SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: Director of Special Services

JOB GOAL: Oversee all aspects of special education and related services for students ages 3 to 21 in the Fremont School District and regular education high school age students attending schools out of district at the district's expense; promote and monitor the quality of services provided to students as well as adherence to all applicable laws, regulations, Policies and procedures related to students with special needs; ensure fiscal accountability and efficiency across all age and grade levels, and maximize funding sources through all means available. Promote high standards, consistency and continuous improvement in relation to the delivery of supports and services to students with disabilities in all District sponsored programs.

QUALIFICATIONS:

- Master's Degree in Special Education or a closely related field
- Certified or certifiable in NH as a special education administrator
- Minimum of 10 years experience in the field of special education
- Demonstrated ability to manage resources effectively
- Exceptional interpersonal and communication skills
- Ability to interface and collaborate with a wide range of stakeholders
- Deep understanding of special education laws, regulations and best practices
- A well developed, student-centered philosophy of special education
- Demonstrated capacity for leadership in the field of special education

REPORTS TO: The Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Provide leadership, direction and guidance in relation to all special education and related services in the District
2. Promote the District's philosophy of special education, and ensure consistent application of Policies and appropriate procedures
3. When necessary, recommend District Policy revisions to the Superintendent of Schools and the School Board

4. Ensure that special education practices and procedures are consistently implemented in accordance with all applicable laws, regulations and practices recommended by the New Hampshire Department of Education
5. Advocate strongly for the educational needs of all students with disabilities who reside in the town of Fremont
6. Provide support, guidance and supervision for the Pre-K to Grade 8 Special Education Coordinator at Ellis School; evaluate the Ellis School Special Education Coordinator annually in accordance with District timelines and established procedures
7. Direct and support the activities of the District special education secretary; evaluate the secretary annually in accordance with District timelines and established procedures
8. Collaborate with stakeholders across and outside the District to promote consistent practices and quality services for all students with disabilities
9. In collaboration with other professionals in the District, determine the technical assistance and professional development needs for special services personnel in the District; provide or arrange for professional learning opportunities as needed to improve or refine practices and procedures in the District.
10. Collaborate with the Sanborn School District to determine when joint trainings are mutually beneficial and cost effective for both Districts
11. Serve as the Local Education Agency (LEA) Representative for special education meetings at Sanborn High School where a LEA Representative is required in accordance with special education laws and regulations
12. Interface with the administration at Sanborn High School to promote consistency of practices, including forms and other protocols, pertaining to special education and Section 504 across the entire District (Pre-K to 12)
13. Oversee the implementation of District Policies, practices and procedures related to Section 504; consult with the Ellis School or Sanborn High School 504 Coordinators as needed
14. Serve as the LEA Representative and Case Manager for students placed in private or other special education schools outside the District; ensure that students placed out of the district are served appropriately and efficiently
15. Serve as the LEA Representative and Case Manager for high school students placed by their parents in public Charter Schools
16. Serve as the District Court Liaison; attend court proceedings, write necessary reports, attend wrap-around meetings and coordinate with other professionals as needed in relation to the needs of court involved students residing in the District
17. Coordinate contracted services from providers or evaluators outside the District when necessary to meet the unique needs of students
18. Coordinate transportation provided to students in out of district placements
19. Develop, propose and monitor the District budget for special education and related services
20. Oversee all financial reporting including Catastrophic Aide and Chapter 402; ensure consistent and efficient practices in relation to Medicaid billing for all eligible students

21. Develop, write and monitor federal entitlement grants related to special education
22. Oversee the development and submission of all reports required by the New Hampshire Department of Education including, but not limited to the beginning of the year and end of the year reports used by the State to determine adequacy funding
23. Ensure that all directives from the NHDOE Bureau of Special Education are carried out in a timely and appropriate manner
24. Monitor the District for compliance in relation to special education requirements, timelines and procedures; take steps to correct any issues identified
25. Proactively monitor the quality of special education and related services provided to students who reside in the Fremont School District; identify emerging problems and collaboratively engage stakeholders to correct them
26. Other duties as assigned by the Superintendent of Schools

TERMS OF EMPLOYMENT: 220 Days Annually

EVALUATION: Annually by the Superintendent of Schools

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

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| 1. Lift up to 10 lbs.: | Occasionally required |
| 2. Lift 11 to 25 lbs.: | Occasionally required |
| 3. Lift 25 to 50 lbs.: | Rarely required |
| 4. Lift over 50 lbs.: | Not required |
| 5. Carry up to 10 lbs: | Occasionally required |
| 6. Carry 11 to 25 lbs: | Occasionally required |
| 7. Carry 26 to 50 lbs: | Not required |
| 8. Carry over 50 lbs: | Not required |
| 9. Reach above shoulder height: | Occasionally required |
| 10. Reach at shoulder height: | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull: | Not required |

Hand Manipulation:

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| 1. Grasping: | Occasionally required |
| 2. Handling: | Occasionally required |
| 3. Torquing: | Not required |
| 4. Fingering | frequently required |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

Other Physical Consideration:

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| 1. Twisting: | Not required |
| 2. Bending: | Occasionally required |
| 3. Crawling: | Not required |

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| 4. Squatting: | Occasionally required |
| 5. Kneeling: | Not required |
| 6. Crouching: | Occasionally required |
| 7. Climbing: | Occasionally required |
| 8. Balancing: | Not required |

Work Surface (s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	<u>1</u> 2 3 4 5 6 7 8	1 2 3 <u>4</u> 5 6 7 8
Stand	<u>1</u> 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	<u>1</u> 2 3 4 5 6 7 8	<u>1</u> 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

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| 1. Talking: | Necessary for communicating with others. |
| 2. Hearing: | Necessary for receiving instructions and queries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required. |

Specific Vocational Preparation Requirements:

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|---|-------|---|
| 1. Short demonstration only | _____ | |
| 2. Any beyond short demonstration up to and including 30 days | _____ | |
| 3. 30-90 days | _____ | |
| 4. 91-180 days | _____ | |
| 5. 181 days to 1 year | _____ | |
| 6. 1 to 2 years | _____ | |
| 7. 2 to 4 years | _____ | X |
| 8. 4 to 10 years | _____ | |
| 9. Over 10 years | _____ | |

Other Training, Skills and Experience Requirements:

Ability to work with staff, students and parents.

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.

Developed June 2014