



Job Title: **Special Education Program Administrator**

Department: **Special Education**

Supervisor: **Director of Special Education**

Lane Placement: **Administrative Schedule Lane 4**

Schedule: **8 hrs / 242 days** Evaluation Group: **CLASS**

FLSA Classification: **Exempt**

JOB DESCRIPTION

Under the direction of the Director of Special Education, the Special Education Program Administrator is responsible for implementing policies, procedures, and programs as assigned. The administrator provides general supervision of Elementary/Secondary special education specialists and staff. Must have an understanding of the Individuals with Disabilities Education Act (IDEA), special education rules and regulations, and services for students with disabilities and programming options for students with disabilities that both promote access to the general curriculum and ensure individualized services based on student needs.

ESSENTIAL FUNCTIONS

- Monitor, maintain and coordinate district-wide compliance/audit procedures to ensure compliance with federal and state laws and regulations
- Develop procedures and be accountable for appropriate allocation of resources
- Provide support to principals, parents, staff members, and district departments in areas related to the education of students with disabilities
- Provide support to school teams in resolving issues related to programming, placement, and interpreting IDEA regulations
- Supervise, evaluate and provide leadership and support to special education staff to include teachers, specialists, district para-educators, coaches, and itinerant staff
- Support and develop systems that help students to transition from elementary to middle school, middle to high school and post high school programs
- Initiates collaboration with district departments to create systems of curriculum, instruction and assessment to promote access of students with disabilities to the general curriculum
- Coordinate and develop hiring practices for teachers and related service providers
- Orient new special education personnel to policies, procedures, and programs within the District
- Coordinate professional development activities with teacher specialists based on identified needs
- Coordinate the transportation of special education students
- Direct the collection, organization and analysis of data concerning the performance of special education students and develop strategies to improve achievement
- Problem solve extremely difficult situations calmly and with confidence
- Take initiative and intervene to find solutions
- Mediate conflicts as needed
- Predictable and reliable attendance
- Other duties as assigned

NON-ESSENTIAL FUNCTIONS

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check
- A valid Professional Educator License for the State of Utah with a license area of concentration of administration
- A valid Professional Educator License for the State of Utah with a license area of concentration of Special Education, or related services, preferred
- District Special Education experience preferred
- School-based administrative experience preferred
- In depth knowledge of IDEA regulations and case law
- Ability to organize, prioritize and attend to detail
- Skilled in negotiation, mediation, and conflict resolution
- Ability to problem solve complex issues
- Ability to develop a strong, collaborative team
- Knowledgeable about curriculum and instructional strategies for students with disabilities across grades K-12
- Ability to collaborate across settings

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 11/01/2019