



Job Title: **Director of Special Education**

Department: **Special Education**

Supervisor: **Asst. Supt. of Curriculum and Instruction**

Lane Placement: **Administrative Lane 7**

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

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Director of Special Education is responsible to provide leadership in all matters that support excellence and accountability for special education and related services across the District. This includes program development, compliance with IDEA and other Federal and State laws, alignment with District initiatives, and fiscal responsibility.

ESSENTIAL FUNCTIONS

- Ensure district compliance with the Individuals with Disabilities Education Improvement Act (IDEA)
- Implement Canyons School District Academic Framework as it pertains to special education programs
- Respond to concerns from parents, administrators, and staff regarding educational services to students with disabilities
- Provide general supervision of district staff and related services providers
- Collaborate with district personnel, school staff, agencies, and parents
- Develop and implement programs for students with disabilities
- Develops and maintains appropriate budgets in compliance with Federal, State, and District policies
- Responsible for State and Federal Special Education reporting
- Predictable and reliable attendance

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned

- 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 functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check
- Requires a Master's Degree from an accredited college or university
- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administrative/Supervisory"
- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Special Education (K-12+)"
- A minimum of three years administrative experience

- In depth knowledge of IDEA regulations and State Special Education Rules
- Ability to organize and attend to detail
- Skills in negotiation, mediation, and conflict resolution
- Ability to develop a strong, collaborative team
- Knowledgeable about curriculum and instructional strategies for students with disabilities
- Ability to collaborate across settings
- Ability to analyze fiscal issues and develop a responsible budget

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:

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear
- The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms
- The employee must occasionally lift and/or move up to 10 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Requires ability to operate motor vehicles

- 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

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