

General Description of the Role

Supervising Director of Special Education is responsible for assisting in the efficient and effective operation of special education services of all member districts. The role includes leadership in the planning, coordination, and implementation of a compliant system for delivering quality special education services. Supervising Director provides assistance to the Asst. Director of Special Education to promote the effective delivery of services to special education students and ensure compliance in all areas.

Qualifications Required

- Education:** Master's degree
Licensure: Administrative Endorsement issued by the Colorado Department of Education as Director of Special Education

Qualifications Preferred

- Additional graduate work related to scope of responsibility
Experience with a range of instruction delivery systems and inclusionary services

- Supervisor:** Executive Director
Contract Days:
Compensation:
Status: Exempt
Working Conditions: Frequent travel, including overnight

Specific Skills Preferred

- Strong computer skills including Microsoft Office
- Strong customer relations skills
- Strong organizational skills and attention to detail
- Leadership skills that support program objectives
- Ability to work cooperatively, effectively, and respectfully with staff, parents, and students from diverse backgrounds
- Ability to work collaboratively with district personnel, committees, and community agencies
- Ability to supervise, instruct, motivate, and solve problems with co-workers
- Conflict resolution and mediation skills
- Experience with special populations, including conduct disorder and psychological dysfunctions
- Understanding of the IEP process
- Knowledge of state and federal laws and rules governing special education services
- Knowledge of related research and quality practices
- Knowledge of processes to address diversity related to student performance and instructional methodology based on disability, race, culture and social economic status
- Knowledge of processes and procedures to address effective implementation of least restrictive environment requirements including implementation of the district's inclusionary special education delivery system
- Knowledge and skill in the supervision of staff
- Effective oral and written communication skills
- Ability to organize varied responsibilities and meet deadlines
- Demonstrated record of commitment and sensitivity to affirmative action, equal opportunity, and human rights
- Ability to work collaboratively with district personnel, committees, and community agencies

Major Areas of Responsibility and Duties Specific to this Job

Leadership

- Educate and collaborate with district and Mountain BOCES administrators, educators, and providers to assure compliance with state and federal statutes and regulations governing special education services, IDEA, ADA, SPP, and Individualized Education Plans
- Stay current with and interpret research and legal documents for district and Mountain BOCES providers
- Consult with district administrators regarding the direction and coordination of special education programs
- Work cooperatively with district administrators and personnel, committees, state and local agencies, and treatment providers regarding systemic linkages
- Participate in meetings of and develop communication with Superintendents Advisory Council (SAC) (Owners) and the Mountain BOCES Board of Directors
- Assist with development of Mountain BOCES Special Education budget

Supervision

- Directly supervise Mountain BOCES universal services staff: Teachers of Visually Impaired, Teachers of the Deaf and Hard of Hearing, Educational Audiologists
- Supervise Mountain BOCES hired local directors
- Work with Human Resources on all personnel issues
- Represent the interests of Mountain BOCES at various meetings
- Maintain needed knowledge of the process of Special Education in Colorado
- Maintain effective relationships with the Colorado Department of Education
- Provide leadership to the Student Records, Data, and Reporting Unit of Mountain BOCES
- Work with local directors as needed on evaluation of those staff who cross district boundaries (Speech Language Pathologists, Occupational Therapists, School Psychologists, Physical Therapists, Special Education Secretaries)
- Support local director supervision of all Mountain BOCES staff
- Recruit, hire, lead, supervise, train, educate, support, evaluate assigned universal and program special education staff and clerical staff
- Provide input on staffing needs for special education programs
- Establish and maintain effective, cooperative, and respectful working relationships with staff, parents, and students from diverse backgrounds regarding evaluation, placement, and education of students

Support of Local Districts

- Provide systemic and procedural guidance regarding all areas of special education
- Provide and support local training related to special education, as reasonable
- Provide other support as requested Student Records, Data, and Reporting
- Establish a comprehensive understanding of the computerized IEP system function
- Establish and maintain compliance on all twenty performance indicators
- Respond to CDE requests for data clarification and follow up
- Support all required reporting (December 1 Count, Discipline, End-of-Year Report)
- Review and revise comprehensive plan
- Establish and monitor IDEA Part B applications
- Prepare for CDE audits
- Assist with Frontline trainings
- Assist with data migration and work on dual reporting issues with the state
- Assist with implementation of service logging in the computerized IEP system

Professional Development

- Assist with developing long range plan of cooperative professional development for the Mountain BOCES districts and beyond
- Provide professional development activities that support district strategic plans
- Develop professional development necessary for building and district leadership to effectively implement special education in their schools
- Coordinate various professional development activities including:
 - CPI training coordination
 - Indicator 13 compliance support and training
 - Computerized IEP including basic use, service tracking, and reporting
 - Annual Special Education Academy for new providers
 - Provide training on pertinent special education topics
 - Training related to special education issues

Professionalism

An exemplary staff member consistently demonstrates all of the following:

- Manages oneself (is organized, prepared, and punctual; manages resources; meets deadlines; follows through on commitments; demonstrates appropriate physical appearance relative to job and environmental expectations)
- Consistently acts in ways that directly support various missions (Mountain BOCES, CDE, schools, districts)
- Effectively maintains relationships at multiple levels (individual, team, Mountain BOCES, schools, districts)
- Delivers significant, noteworthy contributions to team and organizational goals
- Responds to districts
- Is respectful and collaborative
- Handles disagreements and conflicts in a diplomatic manner that does not result in decreased effectiveness over time
- Enhances the image of public education
- Displays a willingness to learn new information
- Maintains ethics, legal responsibility, and confidentiality
- Follows organizational and district policies

Communication

An exemplary staff member consistently demonstrates all of the following:

- Displays effective interpersonal skills (has rapport with all, knows roles of co-workers, promotes information exchange such as through parent/teacher conferences or newsletters)
- Uses strong verbal communication and strong listening skills
- Uses appropriate written communication that is constructed with the purpose, audience, and intent in mind and with proper writing conventions and mechanics
- Applies the appropriate mode of communication (e-mail, written, telephone, face to face) for specific situations
- Maintains composure during difficult conflict situations
- Communicates job related problems and difficulties to immediate supervisor

Relationships

An exemplary staff member consistently demonstrates all of the following:

- Develops and maintains rapport and effective relationships with children and adults contacted in the course of work by using courtesy, diplomacy, collaboration, cooperation, support, and professional conduct
- Actively contributes to the goals and success of all teams and team members through collaboration, cooperation, and flexibility (give and take) in team discussions, activities, and decision making
- When appropriate, seeks first to understand
- Is able to effectively give and receive constructive feedback
- Understands and conveys one's role within each school setting
- Serves as a liaison between Mountain BOCES and human service agencies, sharing appropriate information when needed, once proper parental consent is obtained

Job Competency

An exemplary staff member consistently demonstrates all of the following:

- Meets all licensing requirements for the position
- Consistently meets all expectations listed in the job description
- Delivers services as determined by the IEP or instructional schedule 100% of time

Personal Growth Progress

An exemplary staff member consistently demonstrates all of the following:

- Stays current on professional knowledge and technical skills through training opportunities and participation in relevant professional committees and organizations
- Formulates goals that reflect the organization's strategic theme and include specific, measurable outcomes instead of just completing activities
- Demonstrates objective and measurable achievement of individual goals
- Develops new goals when current goals have been achieved

Disclaimer - NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.