



Pickens County Board of Education Job Descriptions

SPECIAL EDUCATION DIRECTOR

TITLE/POSITION

RRETIREMENT: Teacher Retirement system of Georgia

TERMS OF EMPLOYMENT: 12 Months

REPORTS TO: Superintendent

QUALIFICATIONS:

1. Valid professional certificate in Special Education/ Leadership (Minimum of 5 years) Prefer Special Education Director certification.
2. Highly skilled and knowledgeable in all areas of Special Education exceptionalities.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- To provide leadership in the Special Education program as necessary for providing help to all students in the Special Education program.
- To obtain necessary information and forms for Special Education core team for screening of referrals.
- To schedule Special Education staff and in – service meetings.
- To keep informed on all state and federal laws and guidelines for Special Education and make appropriate recommendations.
- To work with community agencies to provide help to students in Special Education programs.
- To supervise Special Education program, including program planning and development.
- To assist in evaluation of teaching staff within schools.
- To prepare necessary local, state and federal reports regarding Special Education programs.
- To requisition various types of professional and instructional materials.
- To assist in Special Education teachers' assignments and schedules.
- To collaborate with inter-agencies to coordinate delivery of Special Education services.
- To oversee Special Education FTE and student record.

- To supervise all itinerate staff.
- To maintain an equipment inventory.
- Identify program needs and implement new programs as needed.
- To assist in the planning of grant applications for state or federal funds in special Education by planning instructional program, budgets, evaluation procedures, etc.
- Other duties as required by Superintendent.