

TAKINI SCHOOL
POSITION DESCRIPTION

POSITION TITLE: Exceptional Education Services Director

SUPERVISION: Superintendent

RESPONSIBILITIES:

1. Assists in the adaption of school policies to include special education needs.
2. Recommends policies and programs essential to the needs of exceptional children.
3. Keeps informed of all legal requirements governing special education.
4. Develops and initiates programs for identification of exceptional children.
5. Evaluates existing programs and recommends changes or additions as needed.
6. Coordinates home instruction for homebound or hospitalized exceptional education students.
7. Evaluates and makes recommendations for any personnel serving in the special education area.
8. Assumes responsibility for compiling, maintaining and filing all reports, records, and other documents that are required or useful.
9. Keeps informed of federal funding for special education.
10. Approves all supplies, materials and texts used by exceptional education personnel.
11. Makes recommendations on design, furnishings, equipment and locations of exceptional education facilities.
12. Consults with parents of students enrolled in the program.
13. Arranges for transportation of children and parents of children in the exceptional education program.
14. Notifies all people necessary when an IEP meeting is scheduled.
15. Requires that an inventory of equipment is maintained.
16. Coordinate speech and psychological services as needed with outside providers.
17. Attend School Board meetings.
18. Prepare a monthly school board report.
19. Performs such other duties as assigned.

QUALIFICATIONS:

1. High School Diploma/GED Certificate required. Post-Secondary experience preferred.
2. Minimum of one-year experience in working with students in a classroom/instructional setting required.