

**Anoka Hennepin Independent School District #11**  
**Job Description**

**Title:** Director of Special Education – Secondary Schools  
**Department:** Special Education  
**Reports To:** Executive Director of Student Services  
**Prepared Date:** March 1, 2017

**SUMMARY OF RESPONSIBILITIES**

Directs the development and implementation of all Special Education programs; provides for the supervision and staff development of staff; develops and monitors budget; develops policies, procedures, and processes to evaluate programs and staff; ensures compliance with all relevant laws and rules, and performs other duties as assigned. Collaborate with the Executive Director of Student Services, Associate Superintendent for Secondary Schools, Director of Secondary Schools, and Director of Secondary Curriculum, Instruction, and Assessment surrounding the specific work with building Principals.

**DUTIES AND RESPONSIBILITIES**

- Develops and directs all Special Education programs, policies and procedures, consistent with the school district's policy, and state and federal law and rule.
- Directs the recording, collection, maintenance and dissemination of data, e.g., evaluation, identification, educational progress, discipline, and due process compliance related to students with disabilities.
- Accountable for the overall effectiveness of the Special Education programs and services.
- Prepares and presents reports to the Executive Director of Student Services for the consideration of the School Board, Superintendent, Parent Advisory Committees, and others concerning the strengths, needs and proposed changes within the Special Education programs.
- Resolves conflicts or disputes by directing the investigation of complaints or allegations; represents the district in conciliation, mediation, arbitration and/or due process hearings.
- Participates in legislation and rule making at state and federal level to ensure that the district has representation regarding the impact of proposed laws and rules in the area of Special Education.
- Works collaboratively with private and public agencies to assure appropriate community services, to prevent duplication of efforts between agencies, and to facilitate successful interventions for children and families.
- Determines appropriate staffing allocations, in compliance with budget, current law or rule and effectively makes annual staffing recommendations to the School Board.
- Collaborates with building Principals, Program Supervisors and Special Education Consultants in the selection and evaluation of Special Education staff.
- Develops and monitors Special Education budget; establishes and implements systems to monitor revenue sources and expenditures.
- Directs staff development efforts appropriate to the needs of Special Education staff, regular education staff, administrative staff, and parents.

- Develops and maintains an effective communication system between Special Education staff, supervisory staff, regular education staff, building Principals, other agency staff, parents, and members of the community.
- Chairs or otherwise participates in appropriate district-wide committees for the purpose of ensuring collaboration in implementation of district-wide goals regarding curriculum and instruction for all students.
- Directs the policies and procedures related to the collection, retention and dissemination of Special Education data, and completes all state and federal reports as required by district, state or federal government.
- Performs other duties as assigned by the Executive Director of Student Services.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises Special Education Program Supervisors, Evaluation Teams, Consultants, Teaching and Learning Specialists, and support staff.

### **EDUCATION and/or EXPERIENCE**

Requires Director of Special Education Licensure.

Experience as a Special Education Administrator, Special Education Program Supervisor, Principal, Assistant Principal, or other curriculum advisor or due process compliance officer desired.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Licensed in Minnesota as a Director of Special Education.

### **KNOWLEDGE, SKILLS & ABILITIES**

Excellent analytical, critical thinking, and judgment skills.

Excellent verbal, written, and interpersonal communication skills.

Proficient in the use of computer technologies.

Ability to facilitate meetings and implement work plans.

Ability to interact effectively with individuals and groups in a variety of settings, with persons of diverse backgrounds, experiences and agendas.

Ability to maintain regular attendance, which includes completing as assigned day.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus. The employee may be required to travel to individual school or off site locations to conduct business related to the essential functions of the position.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. The noise level in the work environment is usually quiet.