

Anoka Hennepin Independent School District #11

Job Title: Director of Special Education
Reports to: Executive Director of Student Support Services

Job Summary

The Director of Special Education provides leadership and direction for all special education programs and services within the district. This role ensures that students with disabilities receive appropriate educational support and that the district complies with the Individuals with Disabilities Education Act (IDEA) and other relevant federal, state, and local regulations. The Director of Special Education collaborates with school leaders, special education staff, parents, and community agencies to create and maintain an inclusive educational environment that meets the diverse needs of students with disabilities.

Key Responsibilities

Program Leadership and Development:

- Develop and oversee the district's special education programs, ensuring they meet the diverse needs of students with disabilities.
- Collaborate with school administrators, teachers, and special education staff to create inclusive learning environments and implement best practices in special education.
- Ensure that all programs align with state and federal regulations, including IDEA, Section 504 of the Rehabilitation Act, and Americans with Disabilities Act (ADA).

Compliance and Legal Responsibilities:

- Ensure district compliance with federal and state special education laws, regulations, and policies.
- Oversee the development and implementation of Individualized Education Programs (IEPs) for students with disabilities, ensuring that each IEP is aligned with the student's unique needs.
- Manage district-level due process hearings, mediation sessions, and other legal matters related to special education.
- Maintain accurate records, reports, and documentation required for compliance with special education laws.

Staff Supervision and Professional Development:

- Supervise, mentor, and evaluate special education staff, including special education teachers, paraprofessionals, related service providers, and program coordinators.
- Plan and coordinate professional development opportunities for special education staff to improve instructional practices and ensure compliance with legal and ethical standards.
- Support school administrators in the recruitment, development, and retention of high-quality special education staff.

Collaboration and Stakeholder Engagement:

- Serve as a key point of contact for parents, families, and guardians of students with disabilities, ensuring open communication and collaborative decision-making regarding their child's education.
- Work closely with school principals, teachers, and district leadership to ensure that special education services are integrated into the general education curriculum when appropriate.
- Collaborate with community agencies, health care providers, and external partners to provide additional services and resources to students with disabilities and their families.

Budget and Resource Management:

- Develop and manage the special education budget, ensuring the effective allocation of resources to meet the needs of students with disabilities.
- Oversee the purchasing and distribution of materials, equipment, and services necessary for special education programs, including adaptive technology, instructional materials, and related services.
- Ensure the district maximizes its use of available state and federal funding for special education, including grants and Medicaid reimbursement.

Data-Driven Decision Making and Program Evaluation:

- Collect and analyze data related to student outcomes, special education services, and program effectiveness.
- Use data to inform decisions about program improvements, staff training, and resource allocation.
- Monitor the progress of students with disabilities, ensuring that IEP goals are met and that appropriate interventions are provided as needed.

Crisis Management and Conflict Resolution:

- Assist in addressing crises or emergencies related to students with disabilities, including behavioral issues, health emergencies, or other situations that require immediate attention.
- Serve as a mediator in resolving conflicts between families and schools related to special education services, advocating for the needs of students while ensuring compliance with legal requirements.
- Handle complaints, grievances, or appeals related to special education programs in collaboration with legal counsel and district leadership.

Qualifications

- **Education:** Master's degree in Special Education, Educational Leadership, or a related field.
 - **Experience:** Minimum of 8 years of experience in special education, with at least 5 years in a leadership or administrative role.
 - **Certifications:** MN Director of Special Education license.
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Skills and Competencies

- In-depth knowledge of special education laws, including IDEA, Section 504, and ADA.
 - Expertise in the development and implementation of IEPs and 504 plans.
 - Strong leadership and management skills, with the ability to mentor and support special education staff.
 - Excellent communication and collaboration skills, with the ability to work effectively with parents, staff, and community partners.
 - Data-driven decision-making skills, with the ability to analyze student data and adjust programs to improve outcomes.
 - Strong problem-solving, conflict resolution, and crisis management skills.
 - Commitment to promoting equity, diversity, and inclusion in special education services.
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Physical Requirements and Work Environment

- This position requires regular travel between schools and district offices.
- Must be able to work extended hours, including evenings and weekends, as needed to meet the needs of special education programs.