

DIRECTOR OF SPECIAL SERVICES

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised July, 1982 Revised September, 2004	Special Services

Minimum Requirements:

Hold a valid Idaho Certificate in Advanced Exceptional Child, Pupil Personnel Services, School Psychologists, or Communications Disorders Specialist endorsed as a Director of Special Services and such other requirements as established by the Board of Trustees.

Duties and Responsibilities:

1. CURRICULUM DEVELOPMENT AND INSTRUCTIONAL IMPROVEMENT

- 1.1. Coordinate the development, organization, and administration of special services programs and services.
- 1.2. Direct special services curriculum development. Coordinate the curriculum development with Curriculum Director.
- 1.3. Direct staff development and instructional improvement in the special services program.
- 1.4. Organize, plan and conduct in-service training activities and orientation appropriate to the needs of special services personnel in coordination with the director of curriculum.
- 1.5. Be responsible for the development of appropriate special services curriculum guides, courses on instruction and methodology to accomplish established school district objectives in coordination with the director of curriculum.
- 1.6. Provide for continuous assessment of program needs, evaluation of and experimentation with special services curriculum, and instructional methodology.

2. STAFF PERSONNEL

- 2.1. In cooperation with the director of personnel and principals, be responsible for the coordination of the selection and assignment of all special services personnel in the district.
- 2.2. Actively work with staff personnel in a resource-support role in an effort to facilitate improved professional competence.

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2.3. Encourage and arrange for special services personnel participation in local, state and national educational conferences and workshops as allowed within budgetary restraints.

2.4. Be responsible for the supervision and evaluation of all special services staff.

3. PUPIL PERSONNEL

3.1. Be responsible for the development of a system of identification of students who have special learning problems.

3.2. Be responsible for the development of methods of referral to appropriate services designed to meet the needs of special services students, and the evaluation of the effectiveness and efficiency of such services.

3.3. Be responsible for the development of a system of record keeping for students enrolled in the special services program.

4. FINANCIAL AND BUSINESS MANAGEMENT

4.1. In cooperation with the director of business operations, and appropriate directors, be responsible for the development of the special services program budget.

4.2. Approve all expenditures within the defined budget categories.

4.3. Report to the State Department of Education that data which is necessary for the state reimbursement program and federally funded programs pertaining to special services.

4.4. Complete and submit all forms and reports concerning special services to appropriate agencies.

5. SCHOOL BUILDINGS, EQUIPMENT, AND INSTRUCTIONAL MATERIALS

5.1. Confer with the appropriate directors in the planning of new or remodeling of facilities that would affect the special services program.

5.2. Be responsible for the acquisition, utilization, and inventory of equipment and materials in the special services program.

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6. SCHOOL-COMMUNITY RELATIONS

- 6.1. Be responsible for the development and implementation of a public relations program pertaining to special services and be responsible for the evaluation of its effectiveness.
- 6.2. Confer with parents and citizens and interpret policy and philosophy relating to the special services program.

7. PROFESSIONAL GROWTH

- 7.1. Promote professional growth of school staff by maintaining his/her own program of professional growth.
- 7.2. Participate in professional growth activities and improvement of knowledge and skills through study, travel, conferences, professional meetings, self-appraisal, etc.
- 7.3. Keep informed about current administrative, instructional, and organizational trends in the areas of responsibility.

8. SUPPORTIVE SERVICES

- 8.1. Be responsible for assessment of need, contact and schedule of resource people and agencies outside the district that will supplement special services.
- 8.2. Coordinate services between School No. 25, special services programs and related agencies.

9.0 ORGANIZATION AND ADMINISTRATION

- 9.1 Be directly responsible for instruction for the organization and operation of the special services program in the district.
- 9.2 Be responsible for the formulation and recommendation of new or revised district policies which affect the special services program.
- 9.3 Carry out such additional duties as may be assigned.