

BLANCHESTER LOCAL SCHOOLS
JOB DESCRIPTION - DISCUSSION DRAFT

Title: **SPECIAL EDUCATION DIRECTOR** **ADOPTED 12/16/24**

Reports To: Assigned administrator/supervisor

Job Objective: Directs the provision of special education programs, intervention services and early childhood education programs.

Minimum Qualifications:

- Ability to develop and implement clear pathways to successfully achieve program objectives.
- Acts according to the Licensure Code of Professional Conduct for Ohio Educators.
- Contract may require: Ohio Teacher Evaluation System (OTES 2.0) credentialed evaluator status.
- Demonstrated leadership abilities and a willingness to take on challenging tasks.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- Holds/maintains required Ohio State Board of Education credentials. Ability to achieve program objectives through enhancements based on evaluated data and research-based best practices.
- Maintains a record free of criminal violations that prohibit public school employment.

Preferred Attributes: Active listening, creative problem solving, and good time management skills.

Physical Demand Level¹: Sedentary to light strength (occasionally lifting/carrying 11+ lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing/walking, and using a traditional keyboard.

¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.

Note: Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

**Essential
Functions:****1. Directs educational services for students identified as having a learning need or disability (e.g., autism, behavioral, emotional, health, hearing, intellectual, orthopedic, specific learning disability, speech-language, traumatic brain injury, vision impairments, etc.)**

- Actively supervises and evaluates assigned personnel. Cultivates staff leadership skills. Administers early childhood programs in compliance with all State of Ohio Licensing requirements.
- Advocates for students. Supports access to inclusive educational opportunities for all students.
- Analyzes key program performance indicators to align budget proposals with strategic district goals.
- Coordinates Individual Education Plans (IEPs) development/review processes. Develops training materials for self-directed learning activities.
- Facilitates student placements in alternative and out-of-district programs. Oversees early childhood enrollment/withdrawal procedures and the management of student files.
- Guides staff in the use of assessment strategies to gauge student progress. Identifies performance gaps and trends. Helps prioritize core performance objectives. Helps staff identify specific techniques, interventions, and aligned resources best suited for each student.
- Helps students acquire appropriate functional skills (e.g., communication, self-regulation, socialization, etc.)
- Helps students develop educational goals that are attainable, measurable, relevant, and specific.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Manages assigned state/federal grants and special funding programs. Coordinates grant application, program implementation, monitoring, evaluation, and reporting processes.
- Manages home instruction, specialized transportation, and transition planning services. Prepares early childhood master schedule (program calendar, room assignments, staffing, etc.)
- Manages mandated and early childhood testing programs. Maintains test security. Establishes uniform procedures to ensure accurate recording and analysis of testing data. Helps analyze test results.
- Manages program compliance with accreditation, contractual, legal, and regulatory requirements. Helps staff identify and use technology resources that complement teaching styles, enhance proficiency and build confidence.
- Oversees documentation for services covered under the Medicaid School Program (MSP).
- Provides leadership for the advancement of best practices and academic standards. Implements initiatives that support continuous improvement in student participation and achievement.
- Serves as an active member of the administrative team and adviser to the superintendent.
- Uses positive behavioral interventions and supports to maintain discipline.
- Works with staff to develop standards-based curriculum guides and high-quality courses of study.
- Works with the treasurer's office to prepare catastrophic costs reports.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- ♦ Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- ♦ Helps ensure the accuracy and privacy of confidential information.
- ♦ Maintains a professional appearance. Wears work attire appropriate for the position.
- ♦ Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- ♦ Fosters goodwill and encourages relationships that enhance public support for the district.
- ♦ Helps the community understand district policy objectives and administrative procedures.
- ♦ Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- ♦ Keeps current with standards and practices associated with work duties.
- ♦ Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- ♦ Helps implement and monitor health and safety protocols to mitigate workplace risks.
- ♦ Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- ♦ Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- ♦ Implements district strategies to advance organizational goals.

Performance Evaluation:

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions:

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

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