

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Director, Special Services

**Terms of Employment:** 12 month contract; 240 days

**FLSA Status:** Exempt

**Reports To:** Superintendent

**Brief Description of Position:**

The Director of Special Services is responsible for the leadership, administration, and supervision of the district's special education program and services and the daily operational functions of the Special Services unit in accordance with state and federal laws and procedures, and Board of Education policies.

**Required Qualifications:**

- Master's degree and endorsements in special education, elementary, secondary or special education administration.
- A minimum of 3 years successful teaching experience in a special education classroom and a minimum of 3 years successful administrative experience.
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Demonstrated ability to work effectively with community groups, parents and agencies.
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrate skills in computer word processing, spreadsheets and data bases
- Experience in formative assessments, cooperative learning techniques, and data analysis

**Preferred Qualifications:**

- Working knowledge of Professional Learning Communities

**Essential Duties and Responsibilities:**

- Provides guidance to special education staff and to other departments as they interact with special education.
- Supervises ECSE staff, nurses, counselors, and department administrative assistant.
- Assists in the accomplishment of district and department goals through personal contributions and through collaborative efforts with teachers, parents, administrators and community leaders.
- Facilitates the inclusion of exceptional learners in curricular and co-curricular activities of the district to the fullest extent possible.
- Elicits parent and community involvement in department functions.
- Maintains personal professional skills necessary to department leadership.
- Develops and manages revenue and expenditure budget for special education.
- Collects and maintains data required for funding eligibility.
- Develops and maintains department policy and procedure manuals.
- Monitors area of responsibility for compliance with state and federal regulations.

- Coordinator for homeless students and programs.
- Assists in recruitment, selection, assignment and supervision of special services staff.
- Assesses staff training needs and plans appropriate activities.
- Provides support and technical assistance to staff.
- Collaborates with instructional services staff in the development of curriculum and modifications to meet individual needs of students.
- Assures the development of programs to provide a full continuum of services.
- Accesses technology resources to enable students to enhance their performance.
- Assists staff in designing individual programs to meet specialized service needs.
- Authorizes and oversees the use of agency service agreements as needed to implement the student IEP's.
- Leads staff in developing and implementing methods for program evaluation.
- Establishes student success as a primary professional goal and provides opportunities for students to experience success.
- Establishes a climate that promotes the orderly management of staff and students while maintaining the dignity and positive self-concept of each individual.
- Adheres to the direction of administration and responds to administrative supervision.
- Utilizes the community as a resource and generates collaborative educational efforts with community members.
- Participates in school and District committees.
- Performs other duties as assigned by Superintendent.

**Hazards:**

For some buildings, stairs and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.

- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: August 1, 2013