

**Stanwood-Camano School District
Human Resources
Job Description**

TITLE: Special Programs Director

GENERAL SUMMARY

The Special Programs Director provides leadership in planning, developing, coordinating and evaluating special programs curriculum and instruction for grades P-12. In addition, the Director assists in the ongoing development and improvement of special programs in the district; assists the Superintendent in working with the Board, the administrative team, staff, parents, community groups, and professional organizations; and implements and maintains excellent special programs.

MINIMUM QUALIFICATIONS

Education and Experience

- Masters degree or above
- Minimum of three (3) years administrative or coordination experience over special education programs
- Minimum five (5) years experience as an elementary or secondary staff member
- Experience in grant writing and providing staff development
- Valid Principal or Program Administrator Credential
- Valid Washington State Teaching Certificate

Required Knowledge, Skills and Abilities

- Ability to work effectively with others
- Ability to direct and delegate responsibilities to others when appropriate
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective active listening skills
- Organizational and problem-solving skills
- Ability to analyze test scores and determine appropriate changes to the curriculum to correct deficiencies
- Knowledge of public school and special education policies and practices
- Ability and experience to effectively write and administer grants
- Knowledge and skill in budget development and management

DUTIES AND RESPONSIBILITIES

- Assists in the formulation of a philosophy and objectives for special programs
- Develops special programs budgets and provides management of program expenditures

- Keeps abreast of developments in special programs, and determines their appropriateness for inclusion in the district's educational program
- Ensures the safety of students and compliance with ADA, State and Federal Regulations
- Coordinates the development and evaluation of the special programs curriculum, instruction and assessment
- Reports to Board, administrators, staff and the public on special programs as required
- Studies, evaluates and recommends materials, teaching aids, equipment and programs to improve instruction
- Provides teachers with counsel and assistance regarding the instructional programs and educational environment for special needs children
- Plans educational in-services for special programs staff
- Seeks, coordinates, writes, implements and monitors grants related to special education
- Represents the district at local, state, and regional activities/committees
- Attends Board meetings as requested by the Superintendent
- Maintains liaison and active participation with educational leaders in special programs at the local, state, regional and national levels
- Assists Superintendent with budget development in areas of special education and grant responsibilities
- Recommends needed changes in policy appropriate to assigned areas
- Evaluates special education staff as directed by the Superintendent
- Prepares needed reports for the Board
- Maintains respect at all times for confidentiality
- Interacts in a positive manner with staff, students, parents and public
- Promotes good public relations by personal appearance, attitude and conversation
- Assists with student referrals, observations, screenings, and the identification procedure as required
- Acts as a liaison between special programs teachers, general ed teachers, administrators and parents
- Assists in selecting personnel for special programs
- Collaborates with Transportation Director to ensure necessary transportation is provided for special needs students
- Completes necessary State and Federal reports
- Other duties as assigned

SUPERVISOR: Executive Director for Teaching and Learning

12/13/04