# WINNER SCHOOL DISTRICT 59-2 OFFICIAL SCHOOL BOARD POLICY

**Title: SPED Services Director** 

## QUALIFICATIONS:

- a. Bachelor's Degree in Elementary or Secondary Education.
- b. Master's Degree in SPED with emphasis in general school administration.
- c. Elementary or Secondary Principal's certification endorsement.
- d. SPED Director's certification endorsement.

### **REPORTS TO:**

Superintendent of Schools

#### SUPERVISES:

**SPED Services Personnel** 

## JOB GOAL:

To provide sound educational programming for youngsters who require at least a partially different setting (at times) from the regular classroom environment.

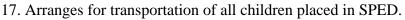
### PERFORMANCE RESPONSIBILITIES:

- 1. Contributes to the development of the total school's philosophy of education.
- 2. Assists in the adaptation of school policies to SPED needs.
- 3. Recommends policies/programs essential to the needs of exceptional children.
- 4. Keeps informed of all legal requirements governing SPED.
- 5. Provides leadership in establishing new programs and developing improved understanding of existing programs.
- 6. Develops and initiates survey programs for continuous identification of exceptional children.
- 7. Supervises/coordinates SPED instructional programs.
- 8. Evaluates existing SPED programs as an ongoing responsibility, and recommends changes/additions as needed.
- 9. Establishes procedures for placement, evaluation, assignment, and reappraisal of pupils a need for a SPED services program.
- 10. Develops procedures for referral, securing medical reports, psychological examination, and placement of children.
- 11. Supervises/coordinates home instruction for homebound and hospitalized students.
- 12. Evaluates all SPED services personnel.
- 13. Assists in recruitment and selection of SPED services personnel.
- 14. Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful.
- 15. Develops and maintains complete and cumulative individual records of all children receiving special services or enrolled in special classes.

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- 16. Supervises preparation of attendance reports and similar data necessary to reimbursement of funds, collecting/paying of tuition for out of district students, and similar fiscal matters.



- 18. Develops budged recommendations and provides expenditure control on established budgets for SPED.
- 19. Keeps informed of the state of financial aid for SPED.
- 20. Interprets the objectives/programs of SPED services to the Board of Education, the community, and the staff.
- 21. Maintains a permanent inventory of equipment purchased for SPED.
- 22. Establishes procedures for requisitioning, ordering, and paying for SPED equipment and supplies.
- 23. Approves all supplies, materials, and texts utilized by SPED personnel.
- 24. Evaluates, on an ongoing basis, the total SPED program, curriculum, procedures, and individual students' needs.
- 25. Makes recommendations on design, furnishings, equipment, and location of new SPED programs/facilities.
- 26. Provides programs of a remedial nature to supplement regular classroom instruction for those pupils with learning or visual disabilities.
- 27. Consults with parents of students enrolled in the SPED services program.
- 28. Assumes responsibility for own professional growth, for keeping current with the literature, new research findings, and improved techniques, and for attending appropriate professional meetings.

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