

**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.

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



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.
17. Arranges for transportation of all children placed in SPED.
18. Develops budgeted 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.