

SUPERVISOR OF SPECIAL EDUCATION AND RELATED SERVICES

The Director of Special Education and Related Services, under the supervision/direction of the Assistant Superintendent for Human Resources and Administrative Services, shall be responsible for supervising the Special Education services of the district, managing all federal and state budgets associated with this area, and directing all related activities in this area.

Specific Responsibilities

1. Develop, coordinate, and supervise the district's Special Education Program and its related services.
2. Develop, coordinate, and supervise the district's Section 504 Services.
3. Develop, supervise, and coordinate federal accounting for Special Educational services:
4. Title VI-B, Catastrophic Reimbursement, Medicaid Reimbursement, ARMAC Reimbursement, and Personal Care Reimbursement.
5. Develop, coordinate, and budget Coordinated Early Intervening Services (CEIS).
6. Coordinate staff development for the Special Education Department.
7. Coordinate Early Childhood Transition.
8. Coordinate Site-Based Mental Health Referrals.
9. Supervise Behavior Intervention Services.
10. Coordinate Special Health Care/Personal Health Care.
11. Develop and maintain community partnerships.
12. Provide consultative services and staff development to general education staff.
13. Perform other duties as assigned.

12/10/14