

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE**  
**Job Description**

**Job Title:** Director of Services for Exceptional Children   **Department:** Curriculum and Instruction

**Date:** January 2014

**Reports To:** Chief Academic Officer

**Grade:** 507

**Calendar:** 12 month

**Purpose of Job**

To improve the student achievement of special education students in order to prepare them for a successful transition into post-school activities, including post-secondary education, independent living, employment and/or community participation.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Monitors and evaluates on an ongoing basis, special education curriculum, programs, and student achievement.

Evaluates and monitors the implementation of special education program guidelines, district policies and regulations for compliance with state and federal government regulations and laws.

Monitors and evaluates the allocation of special education resources.

Interprets the objectives and programs of the special education services to the Board, staff, and public.

Assists in the development of school improvement plans to include special education needs.

Interprets the objectives and programs of special education services as directed by the Board and Director of Schools.

Implements procedures for referral, evaluation, placement, assignment, and reappraisal of students with regard to the special education services program.

Develops budget recommendations and provides expenditure control on budgets for special education.

Responsible for compiling, filing, and maintaining all reports and records with state, local, and federal departments agencies.

Contact person for any litigation for the school system, regarding special education and represents the school system in Mediations and Due Process Hearings.

Supervises and assigns special education coordinators, psychologists, related service providers, special education consulting teachers, special education administrative assistants and all other special education instructional staff assigned to Central Office.

Interviews, recommends to Director for employment, trains, and evaluates school psychologists and related service providers in cooperation with school principals.

Interviews, recommends to Director for employment, trains, and evaluates, Special Education Consulting Teachers, Special Education Administrative Assistants, and all other special education instructional staff assigned to Central Office.

Schedules and conducts staff meetings.

Communicates with parents, students, and appropriate others regarding additions, deletions, and other changes in special education programs.

Cooperates with colleges and universities regarding teacher training and preparation.

Approves in-services and training for special education teachers

Consults with Transportation Director regarding the implementation and compliance to requirements of special education transportation.

Develops and implements procedures for purchasing special education equipment and supplies.

Keeps informed of all legal requirements governing special education and communicates changes to principals, teachers, and other impacted personnel.

Conducts in-service and training of teachers regarding special education rules, regulations, and special education best practices.

Reviews, develops, evaluates and monitors contracts with outside agencies.

Operates as contact person for outside agencies and persons regarding special education.

Determines need and location of all special education programs.

#### **Additional Job Functions**

Performs other duties as required.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

State of Tennessee administrative certification or professional growth plan evidenced of participation in educational administration.

Three or more years of successful special education teaching or Local Education Authority (LEA) experience.

Effective professional relationships with students, teachers, administrators, parents, and community.

High level of organizational skills and ability.

Skill in quick, effective decision making.

Ability to communicate effectively with diverse populations.

Forward-thinking in educational views and evidence of a willingness to accept change.

Administrative experience preferred

#### **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System as they pertain to the performance of duties relating to the job of Director of Exceptional Children Services. Has general knowledge of Special Education practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical

skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Director of Exceptional Children Services. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Director of Exceptional Children Services.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment and

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**