



## Job Description

**Job Title:** Executive Director,  
Special Education and Student Advancement

**Position Code:** 1E26. AE26

**Job Classification:** Exempt

**Supervisor:** Superintendent

**Pay Grade:** 52

**Contract Length:** 245 Days

### Job Summary

Position is responsible for planning, administering, and directing the division's special education programs. Position formulates and interprets policies and procedures; ensures compliance with state and federal regulations; administers a budget; and supervises departmental personnel.

### Essential Duties

1. Plans, administers, and directs the division's special education programs.
2. Develops and administers the division's annual plan for special education.
3. Formulates proposals for the development and revision of policies pertaining to special education programs.
4. Establishes and monitors procedures for the screening, placement, evaluation, assignment, and reappraisal of students with regard to the special education program.
5. Coordinates the development, implementation, and revision of the curriculum for special needs students with curriculum supervisors.
6. Ensures compliance with state and federal regulations governing special education programs and services.
7. Interprets special education programs to the School Board, staff, and the public.
8. Assists school principals with planning and implementing effective school-based special education programs
9. Conferences with parents/guardians of students enrolled in special education programs and resolves concerns.
10. Serves as a facilitator for the Special Education Advisory Committee.
11. Evaluates special education programs to ensure that objectives for student education are met.
12. Prepares and administers the special education budget, prepares grant applications, and solicits funds to provide financial support for programs.
13. Provides expenditure control for requisitioning and ordering equipment and materials for the special education program.
14. Assesses and identifies special education program needs and provides recommendations regarding future special education equipment, program, and personnel requirements.
15. Assists the human resources department with interviewing and recommending qualified candidates for special education professional staff positions.
16. Supervises, evaluates, and directs the work of special education departmental personnel to include special education supervisors and coordinators.
17. Supervises the development of in-service programs for special education personnel.
18. Directs the preparation of reports as required by federal, state, and local regulatory agencies.
19. Communicates with the transportation department to arrange for transportation of special education students.
20. Facilitates interagency planning between the school division and external service providers such as residential care facilities and day treatment facilities.
21. Ensures accurate record keeping of students receiving special services or enrolled in special classes.
22. Provides systematic academic intervention and enrichment supports for students resulting in high quality standards based instruction.
23. Facilitates a collaborative approach to support student success through programs and services involving family and community engagement.
24. Systematically designs a set of components including a counseling curriculum, responsive services, and systems supports for students.
25. Assists in the development and implementation of educational compliance in regards to federal and state regulations.
26. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in special education.
2. Performs any other related duties as assigned by the Executive Director, Curriculum & Instructional Services or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Masters degree and be eligible for a Virginia License in administration and supervision. Must possess extensive experience in the field of special education to include classroom experience and supervisory/administrative experience. Must possess budget planning experience. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of a special education program. Must possess a demonstrated knowledge of state and federal regulations governing special education programs to include Section 504 and IDEA. Must possess the ability to plan, organize, and direct a comprehensive special education program. Must possess excellent leadership, supervisory, interpersonal, and communication skills. Must possess the ability to establish and maintain effective working relationships with parents/guardians, the community, and administrative staff.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, enter data into a computer; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Special Education Staff

**Supervision Received:** Superintendent

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Director, Special Education and Student Advancement will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 7/10 (BB)