

## Job Description

**Job Title:** Director of Special Education

**Supervisor:** Executive Director of Student Advancement

**Pay Grade:** 51

**Job Classification:** Exempt

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for organizing and supervising the identification of needs for all disabled students in accordance with federal, state, and local laws, regulations and guidelines in collaboration with the Executive Director. Assisting with the planning, administering, and directing the division's special education programs.

### **Essential Duties**

1. Develops, directs, and implements policies, practices, plans, procedures, and activities for special education in accordance with applicable laws and regulations.
2. Assists in developing and conducting division-wide staff development for special and general education instructional staff.
3. Supports student services staff
4. Supports principals in implementing special education programs and services.
5. Coordinates division-wide activities and events that promote academic and behavioral gains for students with disabilities.
6. Interprets state and federal regulations and local policies governing special education and ensures compliance.
7. Ensures that accurate data is collected for the December 1 count and state special education performance indicators.
8. Assists the Executive Director of Student Advancement in the development and administration of the division's annual plan for special education
9. Assists the Executive Director in the preparation and administration of the special education budget, grant applications and the soliciting of funds to provide financial support for programs.
10. Collaborates with the Executive Director to approve all purchasing from both local and federal dollars, sets and amends the budgets, and manage the finances of the department.
11. Collaborates with the Division Director of Testing (DDOT) to manage the alternative testing program for students with disabilities.
12. Monitors compliance with state and federal regulations and is responsible for maintenance and reporting on the state compliance and performance indicators and any related corrective actions.
13. Serves as the division liaison to VDOE office of Dispute Resolution.
14. Consults with building administrators regarding special education legal and regulatory issues, staffing, instruction, discipline, compliance and parents' concerns
15. Responds to the concerns of parents, administrators, and teachers in a timely manner.
16. Collaborates with the Executive Director to supervise and evaluate the work of special education department personnel.
17. Assists the human resources department with interviewing and recommending qualified candidates for special education instructional positions.
18. Serves as the central office contact and liaison with parents and community regarding special education programming.
19. Coordinates and facilitates parent advisory groups and committees related to special education.
20. Collaborates with other program directors and division leaders to affect student achievement and teacher effectiveness.
21. Models non-discriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **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 Master's degree with a special education endorsement(s) and be eligible for a Virginia Postgraduate Professional License in Administration and Supervision. Considerable special education teaching experience and progressively more responsible special education related direct supervisory experience. Considerable knowledge of the principles and practices of identification and diagnosis of disabling conditions. Considerable knowledge of the laws, regulations affecting identification and education of disabled students. Considerable knowledge of methods and alternatives for delivering services to disabled students. Knowledge of the organization and operations of a public-school system. Ability to direct work of subordinates. Ability to initiate, design, and develop new programs and procedures. Ability to communicate effectively with parents and staff in order to mediate disputes and explain school system policies and program. Sound knowledge of research-based practices to support Tier III interventions in the area of literacy, math and behavioral supports. Comprehensive knowledge of the principles and practices of school administration and current educational trends as applied to programs for students with disabilities. Experience with mediation, and responding to state complaints. Comprehensive knowledge of the methodology, procedures, and practices of a variety of special education disabilities. Comprehensive knowledge of laws and regulations governing special education, including an emphasis on compliance. Ability to manage fiscal, physical, and human resources to successfully assist in the function of the special education department. Ability to establish and maintain successful working relationships with staff, students, and citizens. Excellent interviewing, supervision, data collection, and report writing skills. Good organizational, human relations and communication skills. Effective time management skills. Demonstrated leadership qualities.

### **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, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds to shoulder height; 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 environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Executive Director of Student Advancement

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of Special Education will be required to follow any other instructions and to perform any other related duties as assigned by Executive Director of Student Advancement 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

08/2025