



Director of Special Services

Department: Special Services

Supervisor: Superintendent

Contract: 260 Days

Status: Exempt

Position Overview & Responsibilities

The Director of Special Services has overall responsibilities for the administration of services to students receiving special education at STMA in accordance with all applicable State and Federal laws, statutes, rules, and regulations. Additional responsibilities include program oversight for Section 504, School Health Services, McKinney Vento, and Migrant Education. Serves as the district ADA/504 Coordinator and District McKinney Vento/Homeless Coordinator.

Special Education

- Assure the implementation of State and Federal laws, statutes, rules and regulations pertaining to special education.
- Respond to issues related to parent(s) concerns/disagreement with special education identification, services or programming.
- Problem solve with Special Education Supervisors, staff, building administrators, and Superintendent on complex student issues.
- Direct the implementation of procedures necessary for identifying students with disabilities.
- Direct the implementation of educational programs for students with disabilities assuring that each student is provided a free and appropriate public education in the least restrictive environment.
- Provide leadership for the Minnesota Department of Education (MDE) Monitoring and Compliance process and the Fiscal Monitoring process.
- Identify and facilitate needed professional development for general education personnel pertaining to the provision of special education and for personnel within special education.
- Support the scheduling and facilitation of Disability Specific meetings twice a year for staff.
- Schedule and facilitate Principals meetings at least annually to provide special education updates.
- Schedule and facilitate meetings with Business Services during the year to provide special education updates, technical guidance in the development of mandated fiscal compliance procedures and district budget development.
- Provide support and guidance to the Special Services Coordinator, Special Education Building Coordinators, and the Special Education Supervisors to strengthen their leadership roles in providing guidance and support to staff, administrators, and parents.
- Plan and implement systems for evaluation of special education programs.
- Maintain and complete summary data and reports as needed according to State and Federal requirements.
- Provide leadership through the investigation of and response to MDE complaints.
- Provide leadership through due process hearing procedures.
- Ensure State mandated testing procedures are followed pertaining to testing students with disabilities.



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- Participate in the development and implementation of Multi-Tiered System of Supports within the district when requested.
- In cooperation with district building administrators, develops improvement plans for staff in need of skill development, change of behavior, and/or to understand the consequences of not making improvements in performance.
- In cooperation with district building administrators, administers necessary discipline according to individual district contracts.

Personnel Management

- Recruit qualified staff for low incidence and related services, school psychology, special education supervisors, and special transportation paraprofessionals.
- Interview and/or delegate the interviewing of personnel for low incidence and related services, school psychology, special education supervisors, and special transportation paraprofessionals.
- Recruit qualified staff for low incidence and related services, school psychology, special education supervisors, and special transportation paraprofessionals.
- Ensure the completion of required hiring forms for newly hired personnel.
- Conduct investigatory meetings in response to suspected inappropriate behavior of certified or non-certified personnel.
- Develop improvement plans for personnel in need of skill development, change of behavior, and/or to understand the consequences of not making improvements in performance.
- Administer necessary discipline to personnel according to individual contracts.
- Conduct on-going workload analysis of caseloads.
- Review schedules of certified and non-certified special education personnel.
- Cross reference needs based on student's Individual Education Plans.
- Direct procedures to ensure accurate December 1st Child Count numbers.
- Analyze data pertaining to out of district student placements.

Budget Management

- Prepare a draft budget for School Board consideration in consultation with the Director of Business Services.
- Monitor expenditures of approved budget.
- Prepare revised budget for Board's consideration.
- Delegate UFARS, MARSS, SERVS, SEDRA, and STAR data maintenance, schedule for updates, and final accounting of expenditures of State and Federal special education funds.
- Monitor the State and Federal special education revenue for the district.
- Assist the Director of Business Services in supervising the implementation of Third-Party Billing for special education.

Professional Development

- Maintain active memberships in professional organizations.



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- Attend MDE Director's Forums, Legal Conferences, Regional Directors meetings, Due Process workshops and various other training to remain current on State and Federal laws, statutes, rules, and regulations.

Student Support

- Plan and provide direction and operational leadership for Section 504 to ensure district compliance with applicable federal and state mandates and reporting requirements including oversight over all 504 plans.
- Provide general administrative oversight over district health services in close cooperation with building principals and other administration.
- Serve as District McKinney Vento/Homeless Liaison and ensure compliance with applicable federal and state laws.
- Serve as district Migrant Education Program coordinator and ensure compliance with applicable federal and state laws.
- Perform other related duties as assigned

Requirements & Qualifications

Minnesota issued Director of Special Education license required. Minimum of three years of supervisory experience in special education. Strong understanding and extensive experience with rules and reporting requirements related to Section 504 of the Rehabilitation Act, and the McKinney Vento Act.

Equal Employment Opportunity Employer

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.