Position: Director of Special Education

Job Description: The Director of Special Education is responsible for the implementation, revision and monitoring of services to students with exceptionalities from development delays through post-secondary transition services.

Qualifications: Certification in an area(s) of Exceptional Education and a West Virginia Administrative Certificate. Have a minimum of five years experience in an area(s) of Exceptional Education and/or educational Administrative experience.

Terms of Employment: 240 days - Effective July 1, 2018 for the 2018-2019 school year

Compensation: State basic salary plus increments for education and experience

Responsibilities: The Director of Special Education shall have the following responsibilities and duties:

1. Manage and assist the supervision and evaluation of itinerant staff, contracted staff, and School Nurses
2. Supervise the Medicaid process and the online IEP Program
3. Administer, revise and monitor the special education delivery process including meeting notices, referral, screenings, evaluations, eligibility, placements, instruction and reevaluations
4. Demonstrate cognitive skills to gather, analyze and synthesize information to reach goals
5. Communicate effectively
6. Interpret and implement federal and state legislation and regulations affecting the education of exceptional children
7. Prepare all required documents for county, state and federal reports
8. Monitor the discipline files for all students with special needs
9. Administer the public awareness/child find program for the identification of exceptional students
10. Develop formal and informal cooperative agreements with other community agencies who provide services to exceptional students
11. Work cooperatively with the Director of Transportation in providing transportation for exceptional education students
12. Assist in training for special education staff, administrators, and parents
13. Ensure that due process, maintenance of records, and confidentiality policies are afforded all students and their parents in the special education delivery process
14. Evaluate and implement the policies dealing with curriculum and instruction in general education, vocational education and federal programs as they relate to exceptional students
15. Monitor the progress of exceptional students for appropriateness of the Individualized Education Program (IEP) and the effectiveness of instruction
16. Coordinate home/hospital instruction for students
17. Maintain good relationships with peers, administrators, parents and community
18. Maintain professional work habits
19. Perform other duties as assigned by the Superintendent

Date of Posting: May 22, 2018 - May 29, 2018

Apply in writing to Mr. Joe Paxton, Superintendent of Clay County Schools at Post Office Box 120, Clay, West Virginia 25043 by 3:00 p.m. on Tuesday, May 29, 2018. If mailing or faxing bid, please contact the office to confirm receipt of bid at 587-4266

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discrimination on the basis of race, color, national origin, gender, age, disability and retaliation.