

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Director of Special Education

Reports to: Superintendent

Job Class Code: 0050

Work Schedule: per salary table

Pay Scale: per salary schedule

Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

- Development of an organization and staffing plan to assure attainment of objectives; make or recommend changes as appropriate.
- Assist principals, councils, and staff with assessing school needs and services, instructional programs and strategies, and implementing an effective curriculum and method for improving instruction and ensure that all students learn to their highest potential.
- Collaborate with district staff and others to develop, implement, and/or obtain and provide needed resources, services, and materials for students.
- Respond in a timely manner to parent and community concerns about the special education program and related issues upon request and as needed; facilitate group meetings as needed.
- Work on the development implementation and evaluation of the district consolidated plan, and other school district projects and committees.
- Develop, implement, and monitor budgets related to special education.
- Facilitate requests to the District for complaints, due process, hearings, and mediations.
- Prepare and submit federal and state reports.
- Supervise and evaluate assigned staff.
- Facilitate and coordinate the implementation and evaluation of special education programs; prepare staff development plans indicated by evaluation.
- Attend and actively participate in ARC meetings as needed and/or requested.
- Work on the development implementation and evaluation of the district consolidated plan, and other school district projects and committees.
- Maintain regular attendance and professional appearance.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

Education Minimum requirements: Bachelor's and/or Master's Degree

Certification/Licensure: Valid Kentucky Director of Special Education administrative certification

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*