

**Monticello Public Schools**  
**ISD #882**  
**JOB DESCRIPTION**

**Position Title: Director of Special Education**

**Department: Sherburne and Northern Wright  
Special Education Cooperative**

**Exempt Status: Exempt**

**Reports To: Member District Superintendents**

**Date Revised: June 7, 2022**

**Approval: Director of Human Resources**

**JOB SUMMARY:** The Director of Special Education has overall responsibilities for the administration of services to students receiving special education in a multi-district Special Education Cooperative (Co-op) in accordance with all applicable state and federal laws, statutes, rules and regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 65% Assure the implementation of state and federal laws, statutes, rules and regulations pertaining to special education
- A. Responds to issues related to parent(s) concerns/disagreement with special education identification, services or programming.
  - B. Problem solves with Special Education Assistant Directors, Coordinators, staff, building administrators, and Superintendents on complex student issues.
  - C. Directs the implementation of procedures necessary for identifying students with disabilities.
  - D. Directs 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.
  - E. Provides leadership for the Minnesota Department of Education (MDE) Monitoring and Compliance process and Fiscal Monitoring process.
  - F. Identifies and facilitates needed professional development for special education and regular education personnel pertaining to the provision of special education.
  - G. Schedules and facilitates Elementary and Secondary Co-op Principals meetings three to four times a year to provide special education updates.
  - H. Schedules and facilitates Co-op Business Managers meetings four to six times a year to provide special education updates, technical guidance in the development of mandated fiscal compliance procedures and district budget development.
  - I. Provides support and guidance to the Assistant Directors of Special Education and Special Education Coordinators to strengthen their leadership roles.
  - J. Plans and implements systems for evaluation of special education programs.
  - K. Maintains and completes summary data and reports as needed according to state and federal requirements.
  - L. Provides leadership through the investigation of and response to MDE complaints.
  - M. Provides leadership through due process hearing procedures.

- N. Ensures state mandated testing procedures are followed pertaining to testing students with disabilities and maintains the role of DAC for the cooperative.
- O. Participates in the development and implementation of Multi-Tiered System of Supports within in member districts.
- P. In cooperation with member 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.

Prepare and monitor the annual program budget for the Co-op

- 10%
  - A. Prepares a draft budget for the Governing Board's consideration for Co-op programs.
  - B. Monitors expenditures of approved budget.
  - C. Prepares revised budget for Governing Board's consideration.
  - D. Delegates UFARS, EDRS, MARSS, SERVS, and STAR data maintenance, schedule for updates, and final accounting of expenditures of state and federal special education funds.
  - E. Monitors the state and federal special education revenue for the Co-op and member districts.
  - F. Supervises the implementation of Third-Party Billing for special education for all member districts.

10% Recruit, hire, and supervise certified and non-certified staff for the Co-op

- A. Recruits qualified staff for Co-op programs.
- B. Interviews and/or delegates the interviewing of personnel for Co-op programs.
- C. Ensures the completion of required hiring forms for all newly hired Co-op personnel.
- D. Conducts investigatory meetings in response to suspected inappropriate behavior of certified or non-certified Co-op personnel.
- E. Develops improvement plans for Co-op personnel in need of skill development, change of behavior, and/or to understand the consequences of not making improvements in performance.
- F. Administers necessary discipline to Co-op personnel according to individual contracts.
- G. Supports and implements staff evaluation processes, for all employee groups in member districts.

5% Serve as an Ex-Official member of the Co-op Governing Board

- A. Ensures proper notification of upcoming Governing Board meetings.
- B. Prepares agenda and supporting information for every other month Governing Board meetings.
- C. Develops and presents policies for the Governing Board consideration.
- D. Updates policies as needed for the Governing Board consideration.
- E. Disseminates and review policies with appropriate staff.
- F. Prepares and presents Consent Agenda at each Governing Board meeting.
- G. Provides Co-op program and personnel updates at each Governing Board meeting.
- H. Ensures Governing Board minutes are published in accordance with state requirements.

- 5% Prepare requests for additional staffing, new, improved or expanded special education programs in accordance with ensuring students with disabilities are provided a free appropriate public education in the least restrictive environment
- A. Conducts on-going workload analysis of caseloads.
  - B. Reviews schedules of certified and non-certified special education personnel.
  - C. Cross references needs based on student's Individual Education Plans.
  - D. Directs procedures to ensure accurate December 1<sup>st</sup> Child Count numbers.
  - E. Analyzes data pertaining to out of district student placements.

5% Professional Development

- A. Maintain active memberships in professional organizations.
- B. Attends MDE Director's Forums, Legal Conferences, Regional Directors meetings, Due Process workshops and various other trainings to remain current on state and federal laws, statutes, rules, and regulations.

Performs other duties as assigned or requested.

## **WORK REQUIREMENTS AND CHARACTERISTICS:**

### **Education/Certification Requirement:**

- Master's Degree or equivalent work in Special Education and Administration.
- Minnesota Director of Special Education license.

### **Experience:**

- Minimum of five years of supervisory experience in special education.

### **Essential Skills Required to Perform the Work:**

- Ability to read and interpret documents such as state and federal laws, statutes, rules and regulations.
- Ability to read and interpret MDE documents; including numerous fiscal reports.
- Ability to write routine reports and correspondence.
- Ability to speak and communicate effectively with parents, staff, and administrators.
- Ability to calculate figures and amounts including ratios, percentages, formulas, totals, and balance accounts.
- Ability to perform mathematical functions to process billings, payroll information, tuition billing, third party billing, etc.
- Ability to make necessary spreadsheets for computerized forms.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables (i.e. rules and laws) and subjective variables (i.e. student needs) in individual as well as standardized situations.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to develop effective working relationships with staff, administrators, parents, and school community.
- Ability to understand and provide leadership for high quality, specialized educational programs.
- Ability to effectively resolve conflicts.

**Machines, Tools, Equipment, Electronic Devices, and Software Required:+**

- Advanced computer skills required.
- Uses multiple applications for word processing, record keeping, online instructions and communication, student assessment, presentations etc.
- Assistive technology– multimedia devices
- Operates office equipment as needed

**Supervision of Other Employees:**

- Assistant Director of Special Education.
- Coordinators of Special Education.
- Special Education secretarial staff.
- Cooperatively with the Monticello Business Manager, the Co-op/Monticello Accountant.
- Cooperatively with the Special Education Coordinators, certified and non-certified Co-op personnel.
- Cooperatively with member district building administrators, certified licensed special education personnel.

**Physical Job Requirements:**

- Ability to drive to and from member districts and various other destinations across the state.
- Ability to sit, talk, listen.

**Mental Job Requirements:**

- Ability to multitask.
- Ability to apply common sense.
- Ability to remain calm and professional in stressful and/or contentious situations.
- Ability to problem solve on your feet.

**Working Conditions:**

- Work is performed wherever students or parents may require services; primarily schools, but also parent/student's homes, and other offices of professional service providers.

**Job Outcomes:**

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Follows the administrator code of conduct by demonstrating high standards of integrity, professionalism, fairness, and honesty.
- Students with disabilities in member districts are provided free appropriate public education in the least restrictive environment.

***This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.***