



# WAUNAKEE

## COMMUNITY SCHOOL DISTRICT

### **Job Description**

**Position Title:** Director of Special Education

**Employee Group:** Administration

**Contract Length:** 261 days

**FLSA:** Exempt

**Supervisory Responsibilities:** Special Education Coordinators  
School Psychologists  
Special Education Teachers/OT's/PT's/Speech Pathologists  
Special Education Para Educators  
Special Education Compliance Specialist  
Special Education Administrative Assistant

**Reports to:** District Administrator

#### **Qualifications:**

1. Master's Degree
2. Valid Wisconsin DPI Director of Special Education and Pupil Services license
3. Minimum of 5 years in the special education-related role
4. Previous experience in a leadership or administrative role related to special education, such as a special education coordinator or assistant director
5. Knowledge of special education laws, regulations, and best practices, including the Individuals with Disabilities Education Act (IDEA) and state-specific guidelines.

#### **Position Summary:**

The Director of Special Education shall have district-wide responsibility for development, direction, coordination and evaluation of all programs and services included in the Special Education department. Such programs and services include: special education services, Section 504, homebound instruction, and student safety plans, when appropriate. The Director strives to provide every student a seamlessly integrated learning program with high standards by ensuring coordination between staff members, programs, schools and relevant community agencies. The Director of Special

Education shall work closely with building principals in the supervision and evaluation of staff.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

A. Leadership

The Director of Special Education will:

- Support the vision for the district that is articulated by the District Administrator.
- Work with the staff, Board and appropriate committees in the development of the district's special education program.
- Coordinate the district level special education team meetings, objectives and activities.
- Motivate and encourage staff to explore new teaching methods, make curriculum revisions and updates, and develop new programs supported by staff development.
- Coordinate the district's Diversity, Equity and Inclusion programming.
- Ensure the involvement of staff in shared decision-making under administrative leadership.
- Analyze current academic data and instructional strategies to make appropriate educational decisions that improve classroom instruction and increase student achievement.
- Oversee the district's accountability and school improvement initiatives in areas related to special education.
- Model principles of self-awareness, reflective practice, transparency, ethical and professional behavior.
- Collaborate and coordinate services with the Director of Student Services
- Serve as the District Title IX Coordinator in conjunction with the Director of Human Resources

B. Human Relations

The Director of Special Education will:

- Collaborate to promote clear expectations, well-defined channels of communication and relationships between administrators, students, parents/guardians, and staff.
- Respond to inquiries from a variety of stakeholders, identifying relevant issues, and recommending or implementing action plans.
- Involve stakeholders in gathering and disseminating information related to school and district programs and policies.
- Develop and employ constructive problem-solving strategies with staff, supervisors and colleagues in the district.

- Contribute to the administrative team in a collaborative, cooperative and constructive manner to support the overall vision and goals of the district.
- Promote positive relationships with students, parents/guardians, staff and the community.
- Support communication and coordination on special education matters between principals and the district administrator.

#### C. Special Education Services and Instruction

The Director of Special Education will:

- Provides direction for and ensures compliance with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 2009 (ADA), the Federal Rights and Privacy Act of 1974 (FERPA), and Health Insurance Portability and Accountability Act of 1996 (HIPAA) as it relates to students. This includes assisting with policy development, establishing written procedures, supervising program compliance, maintaining related student records and investigating and resolving complaints
- Collects and disseminates student performance data in an easy to use format that impacts goal setting and classroom instruction.
- Coordinates the district's school psychologist staff with the Director of Student Services
- Coordinates the provision of homebound instructional services to special education students, including the review and revision of policies and procedures
- Coordinates student school safety plans.
- Coordinates Extended School Year services and summer school supports for students.
- Coordinates Early Learning Screenings.
- Facilitates Early Entrance requests.

#### D. Personnel

The Director of Special Education will:

- Supervise and evaluate assigned staff by implementing established district policies, procedures and protocols.
- Collaborates with building principals and special education coordinators to ensure the selection and placement of qualified special education staff.
- Develops, provides and leads professional development for special education staff addressing best practices for all children, and compliance with district policies and procedures, and state and federal laws.

#### E. Management

The Director of Special Education will:

- Plan and coordinate the operations of the Special Education office and associated resources.
- Develop and administer a yearly budget that will provide for necessary services and professional development and evaluation including federal entitlement programs and grants.

- Share input regarding curriculum, instruction, and staff development for the successful management of the district.

#### F. Professional and External Relations

The Director of Special Education will:

- Present effectively to and/or represent the district in a variety of settings for maintaining ongoing community support for education goals and the district.
- Participate in professional learning activities on a local, state and national level.
- Develop relationships with community agencies to support the district's programs.
- Represents the school district in litigation or hearings involving special education.
- Serves as District liaison representative with private schools and develops the annual private school services plan to meet equitable service requirements.

#### G. Other Functions

The Director of Special Education will:

- Attend all board meetings and committee meetings related to Special Education and as designated by the district administrator
- Follow district policies and promote a positive image of the District at all times.
- Properly handle confidential matters relating to students, staff and families.
- Perform other duties as assigned by the district administrator.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Knowledge, Skills, Abilities**

Excellent written and verbal communication in English; write reports and business correspondence.

Read and interpret documents such as spreadsheets, reporting forms, procedure manuals, and governmental regulations.

Ability to effectively and persuasively present information and respond to questions from diverse groups of administrators, staff, and community members.

Knowledge of best practices in special education.

Knowledge of data disaggregation and data tracking to support student growth and system improvement.

Knowledge of budgeting, resource allocation, and program development related to special education.

Ability to independently and cooperatively define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good and effective relationships with others. Good human relations skills.

Ability to integrate information and exercise considerable judgment to create solutions.

Ability to prioritize complex tasks and establish project timelines.

Ability to use job-related equipment using pertinent software applications.

Knowledge of federal and state regulations, including IDEA, Section 504, and other relevant laws and policies.

Adapt to changing work priorities with interruptions.

### **Physical Demands**

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, and turning. Ability to sit and stand for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision.

### **Work Environment**

This job is performed indoors in an office setting and in public spaces. The noise level in the work environment is low. Frequently attends events / activities and meetings.

Travels often within the district, community, region, and state. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Decisions and actions occasionally must occur with minimal time for reflection.

Situations faced often involve complex interpersonal communications.

Adopted:

Revised: July 2011  
May 2021  
December 2024