POSITION AVAILABLE

JOB CATEGORIES > ADMINISTRATIVE POSITION TYPES > Central Administration POSITIONS

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POSTING DATE: 11/11/2019
CLOSING DATE: OPEN
POSTING NUMBER: 006038
LOCATION: Central Office
POSITION: Director of Special Education
JOB DESCRIPTION: To manage programs for students with disabilities in the Lynchburg City Schools.

JOB QUALIFICATIONS: Holds a valid certification to meet state requirements. Decision-making skills are significant to the job, affecting a large segment of the organization, students and teachers. Effective leadership qualities and personal characteristics necessary for interacting with students, teachers, and parents are a paramount component of this position. Candidate must be knowledgeable of best practices in special education instruction, teaching methodology, behavior management of students with disabilities and the general education curriculum for students, ages 2-21. Knowledge of school law, legal provisions related to child care, special education laws, and regulations are required. Candidate must be able to demonstrate the ability to function effectively as a team member in determining appropriate services for the children through such meetings as eligibility proceedings, IEP team meetings, discipline reviews, mediation, and/or due process proceedings. Oversees foster care and Prekindergarten.

DUTIES AND RESPONSIBILITIES:
1. Develops the local special education Annual Plan and Report in order to secure funding for special education programs
2. Keeps accurate records on people accounting and expenditure of funds
3. Prepares budgets, reports, and plans for special education programs
4. Maintains "child find" and community awareness activities regarding students with disabilities
5. Coordinates, assigns, supervises, and evaluates central office staff members assigned to special education/office
6. Informs the Director of Transportation of the transportation needs for the students with disabilities
7. Coordinates health services provided for students with disabilities with the school nurses
8. Maintains licensure at the state and/or national level, assumes responsibility for professional growth, and keeps materials, supplies, and skills up to date
9. Complies with and supports school division regulations and policies
10. Models non-discriminatory practices in all activities
11. Implements state department and school board regulations concerning the health and welfare of students as assigned by the Superintendent

12. Manages all programs for students with disabilities (IDEA and 504)
13. Works with principals, teachers and members of other LCS departments to effect horizontal and vertical continuity and articulation of the instructional programs throughout the school division.
14. Insures required and necessary instructional, transportation, equipment, assistive technology and auxiliary services are provided as per (IEPs/504 Plans) and support of programs serving students with disabilities
15. Serves as the school division’s representative on the Community Policy and Management Team - CPMT
16. Supervises the professional activities performed by the supervisors of special education, BCBAs and School Psychologist
17. Assist principals with school level RBTs (Registered Behavior Technicians)
18. Summarizes and reports student performance data to the Superintendent

REQUIRED EXPERIENCE:

EMPLOYMENT INFORMATION:
The Director of Special Education reports to the Superintendent. The Director will be required to follow any other instructions and to perform any other related duties as assigned. Lynchburg City Schools reserves the right to update, revise, or change this job description and related duties at any time.

START DATE: February 2020

SALARY: $71,902.47-$98,204.17

DAYS: 260

FROM - TO -

APPLY TO: Applicants must submit an online administrative application at www.lcsedu.net, license and three professional references.

GRADE / STEP: