



Position Description

Title: Special Education Director		
FLSA Class: Exempt	EEO Category: First/Mid Level Managers	WC Class: 8861
Job Title # 300002	Salary Grade:	
Date Approved: May 3, 2017		
Revision Date:	Job Class: Education	
Revision:	Purchasing Level: 3	

Purpose of Position

The Director of Special Education is responsible for all Special Education – School Treatment Services provided in the Region. This position provides the guidance, planning, direction and monitoring to ensure achievement of targeted goals and outcomes, including full enrollment per budget capacity; compliance with DESE and TJC standards, program contracts, and, Great Circle procedures, standards, and policies. The Director of Special Education reports directly to the Vice President of the Education.

Major Duties (*Essential Element)

- Provides leadership direction, program development and execution of all Special Education – School Treatment Services
- Ensures compliance with ISBE, ISCS, DESE and JCAHO regulations, program contracts and grants, state regulations, licensing requirements and other accrediting entities.
- Develops Special Education School Treatment Budget in consult with the Vice President. Monitors and adjusts expenditures monthly to stay within annual budget.
- Accountable for managing and maintaining program census/enrollment at budgeted capacities.
- Pursues additional funding sources to sustain and expand program.
- Ensures Great Circle’s policies, procedures, protocols, treatment planning and implementation, paperwork, and Credible documentation are timely and accurate.
- Monitors program outcomes, including IEPs and students’ academic performance and behavioral assessments, quality assurance and improvement strategies.
- Provides direction to all special education staff including the associate school directors, teachers, teachers aids and therapists
- Hires, trains, evaluate associate school directors, director of clinical treatment for day services, and tutoring supervisor. Consults and approves hiring and evaluations of other special education staff (e.g. teachers, teacher aids, therapists, etc.).
- Provides weekly supervision to associate school directors, director of clinical treatment for

- day services, and tutoring supervisor to strengthen professional and clinical skills
- Chairs Special Education- School Treatment team meetings and approves academic and treatment IEPs.
 - Ensures that appropriate high quality therapy occurs in accordance with program contracts. Monitors billing process to ensure that billing is submitted accurately, on time and revenue is maximized.
 - Coordinates with the Volunteer Coordinator in the deployment and supervision of program volunteers.
 - Coordinates with Director of Residential Services and Director of Social Services on students' performance for students residing on the campus.
 - Coordinates with maintenance staff to ensure safety of students that the schools are maintained in good condition
 - Represents Great Circle Eastern Region Special Education – School Treatment and acts as a liaison with parents, schools, academic institutions, other referring agencies and contract therapists.
 - Completes assigned community contacts and develops positive working relationships with key referring community agencies for marketing and referrals.
 - Conducts internal investigations on behalf of students and in accordance with Great Circle policy
 - Participates in Great Circle agency-wide leadership team, designated work groups to achieve strategic and annual goals, improve quality and strengthen staff core competencies across all regions.
 - Participates in regional leadership team and Great Circle agency-wide leadership team.
 - Other duties as needed for the betterment of Great Circle

Working Conditions

School environment. Working environment generally favorable. Exposure to dust and noise

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. The position requires constant talking and lifting 10 pounds. The position requires frequent standing, walking, and sitting as well as lifting 25 pounds. Occasionally the use of hands to handle or feel, climbing, balancing, stooping, kneeling or crawling tasting or smelling is needed. This position occasionally lifts up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Yes

Supervisory Responsibility

Yes

Qualifications

- Possess a current, valid MO class E driver's license or obtain within the first two weeks of employment meet the Great Circle requirements for driver's insurance
- Strong communication, interpersonal, and computer skills (Microsoft Office products).

- Exceptional verbal, written, analytical, communication, and persuasive skills, and the ability to interact with all levels of employees and management
- Ability to maintain absolute confidentiality in all transactions and communications.

Required Education and Experience

Masters degree in Special Education or related field
Minimum of 5 years experience with BD/SED students and school administration

Preferred Education and Experience

Missouri or Illinois Department of Elementary and Secondary Education Administrator's Certificate with experience in Special Education preferred

Experience working with children and families in a trauma informed environment

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____ Date: _____

Employee signature: _____