

GEORGE COUNTY SCHOOL DISTRICT

JOB TITLE: Special Education Director

APPROVED

APR 07 2023

G C SCHOOL BOARD



Job Purpose

- Directs, administers, and supervises the district's Special Education Program to effectively serve students with identified exceptionalities.
- Provides district-wide leadership to ensure full compliance with the Individuals with Disabilities Education Act (IDEA), Section 504, ADA, and Mississippi Department of Education regulations.
- Ensures that all eligible students receive a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE).
- Oversees planning, implementation, and evaluation of programs designed to improve academic and functional outcomes for students with disabilities.

Knowledge, Skills and Abilities

- Comprehensive knowledge of special education principles, theories, assessment practices, instructional strategies, and evidence-based interventions for students with diverse learning needs.
- Knowledge of federal and state laws and regulations governing special education, including IDEA compliance requirements and reporting procedures.
- Knowledge of differentiated instruction, data information systems, data analysis, and development of corrective action plans.
- Knowledge of fiscal management practices, including IDEA funding and Maintenance of Effort (MOE) requirements.
- Ability to analyze district-wide performance data and implement program improvements.
- Ability to supervise and evaluate personnel, provide professional development, and support instructional best practices.
- Ability to manage complex compliance matters, mediate conflicts, and resolve disputes effectively.
- Ability to organize and coordinate work, prepare reports, and maintain accurate documentation.
- Ability to use student information systems and specialized IEP software.
- Strong communication and interpersonal skills to effectively collaborate with students, parents, staff, community agencies, and the Mississippi Department of Education.
- Ability to maintain confidentiality and engage in ongoing professional growth and self-evaluation.

Minimum Qualifications

- Master's degree or higher in Special Education, Educational Leadership, or a related field.
- Valid Mississippi Educator License with Administrator endorsement (486) and appropriate Special Education endorsement (221, 223, or 224).
- Minimum of five (5) years of successful experience in special education.
- Minimum of three (3) years of supervisory or administrative experience preferred.
- Proficiency in the Mississippi Student Information System (MSIS) and IEP management software preferred.
- Successful completion of required state and federal background checks.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Directs the planning, organization, implementation, and evaluation of all special education and related services across the district.
- Supervises Child Find, evaluation procedures, eligibility determinations, IEP development, and related compliance functions to ensure adherence to statutory timelines and legal standards.
- Assigns, supervises, supports, and evaluates special education teachers, support staff, and related service providers; assists principals with staffing recommendations and personnel decisions.
- Provides professional development and ongoing guidance to program personnel to ensure effective service delivery and compliance.
- Conducts needs assessments and utilizes data to develop, revise, and improve program plans and services.
- Prepares, administers, and monitors the Special Education budget, including oversight of IDEA funds and Maintenance of Effort requirements.
- Prepares and submits required local, state, and federal reports, including child counts and performance indicators.
- Develops and disseminates policies, procedures, operational documents, and written plans related to special education services.
- Conducts school site visits to monitor implementation of IEPs and quality of instructional services.
- Collaborates with principals, district administrators, parents, and community agencies to address student needs and secure appropriate resources.
- Represents the district during state monitoring visits, audits, due process hearings, and formal complaints.
- Maintains confidentiality of student and personnel information and ensures secure record-keeping systems.
- Attends school board, district, regional, state, and community meetings as required.
- Performs other duties as assigned by the Superintendent or Superintendent Designee.
- Supports the George County School District Core Beliefs and Mission.

Supervises: Special Education Teachers and Staff; Child Find and Evaluation Services; Compliance and Reporting Functions; Related Service Providers

Reports To: Superintendent and/or Superintendent Designee **Terms of Employment:** 240 Days /Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature & Date