

George County School District Special Education Team Leader Job Description



Job Purpose

- The Special Education Team Leader provides leadership and oversight for the special education program within the assigned school building(s).
- Assumes responsibility for the direction, coordination, and supervision of the special education process from screening through identification, evaluation, IEP development, placement, and ongoing services.
- Ensures:
 - Appropriate identification and placement of students with disabilities.
 - Compliance with all state and federal laws and regulations related to special education, including the Individuals with Disabilities Education Act (IDEA).
 - Effective coordination and implementation of special education services and supports.
- Serves as a liaison between school personnel, parents, district staff, and the Special Education Department to support student success.
- Promotes equitable educational opportunities and inclusive practices for students with disabilities.

Knowledge, Skills, and Abilities

- Knowledge of federal and state special education laws, regulations, procedures, IDEA, Section 504, Mississippi Department of Education guidelines, eligibility requirements, evaluation procedures, IEP development, behavioral interventions, data collection, progress monitoring, and computerized IEP systems.
- Skill in leadership, organization, coordination of special education services, effective communication, interpreting assessment data and evaluation reports, facilitating meetings, collaborating with multidisciplinary teams, and managing timelines, records, and compliance requirements.
- Ability to work collaboratively with staff, students, families, and community stakeholders; maintain confidentiality; prioritize tasks and meet deadlines; and serve as a resource and mentor to special education staff.

Minimum Qualifications

- Bachelor's Degree from an accredited college or university.
- Hold a current Mississippi Educator License in Special Education or a related field.
- Extensive experience in special education, including:
 - Knowledge of diagnostic protocols.
 - Experience administering and interpreting academic assessment tools.
 - Experience compiling evaluation reports.
 - Experience with behavioral and instructional strategies.
- Demonstrated ability to communicate professionally and effectively with students, parents, administrators, and staff.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Coordinate the special education process within the assigned building(s) for:
 - Initial referrals and evaluations.
 - In-state transfers.
 - Out-of-state transfers.
- Coordinate and oversee:
 - Screening and referral reviews.
 - Development of evaluation plans.
 - Notices and consent for evaluations and re-evaluations.

APPROVED

JUN 02 2026

G C SCHOOL BOARD

- File reviews.
- Formal classroom observations.
- Evaluation, diagnosis, and identification of student strengths and weaknesses.
- IEP development and implementation.
- Notices and consent for placement.
- Section 504 referrals when students are determined ineligible for special education services.
- Serve as a direct liaison between the building and the Special Education Assessment Team for eligibility determination meetings.
- Coordinate entry of demographic, screening, and evaluation information into the computerized IEP system.
- Assist with maintaining accurate and confidential student records in both paper and electronic formats.
- Ensure compliance with all special education timelines and procedures and support special education staff in adhering to required timelines.
- Work directly with students experiencing behavioral and emotional concerns to provide intervention and support.
- Provide behavioral and instructional support to teachers, classrooms, and the learning community.
- Work directly within classrooms to provide instructional strategies and support for individual students and groups.
- Collaborate with case managers to monitor behavior data collection related to FBA's, BIP's, and behavioral goals.
- Assist students with implementation of behavioral improvement plans and functional behavioral assessments.
- Problem-solve with individual students and groups to support academic and behavioral success.
- Coordinate and communicate with building and district testing coordinators to ensure eligible students receive appropriate testing accommodations.
- Maintain working knowledge of the current Mississippi Department of Education accommodation manual.
- Ensure students placed in alternative school settings receive services required by their IEPs through collaboration with alternative education staff and case managers.
- Assist with orientation and in-service training related to special education issues.
- Coordinate Professional Learning Community (PLC) meetings with special education staff at least bi-monthly, including agendas and staff signatures.
- Attend Special Education Team Leader meetings as scheduled by the Director of Special Education.
- Assist with Coordinated Early Intervening Services (CCEIS) activities as required.
- Remain informed of legal requirements and current trends governing special education services.
- Serve as a building-level resource for special education concerns and support.
- Perform other duties and responsibilities assigned by the Director of Special Education or Building Administrator.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

Reports to: Director of Special Education & Building Principal

Supervises: No direct supervisory responsibilities unless assigned by administration.

Terms of Employment: Salary and work year to be established by the George County School District Board of Education and terms of employment shall be in accordance with district policies and procedures.

FLSA Status: 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 designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

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