

**JOB DESCRIPTION**  
**ADMINISTRATIVE REGULATION GCA-RSPED**

**1:0 DIRECTOR OF SPECIAL NEEDS**

**2:0 LINE AND STAFF RELATIONSHIP**

2:1 The Director of Special Needs reports to and is evaluated by the Superintendent of Schools.

**3:0 FUNCTIONS AND DUTIES- THE DIRECTOR OF SPECIAL NEEDS IS THE EXECUTIVE LEADER RESPONSIBLE FOR ALL ACTIVITIES OF THE FAIRHAVEN PUBLIC SCHOOLS AS THEY RELATE TO THE PROVISION OF SERVICES TO STUDENTS IDENTIFIED AS SPECIAL NEEDS AND FOR ALL SERVICES THAT PROVIDE ASSISTANCE TO THESE STUDENTS.**

3:1 The Director of Special Needs carries out all mandates as outlined by the Federal IDEA and as defined under Chapter 766 of the Massachusetts General Laws and is responsible for implementing all programs and placements as determined by the TEAM Evaluation Process assuring adherence to the DESE Coordinated Program Review Standards.

3:2 The Director of Special Needs understands and implements federal, state, and local laws, policies, regulations, and procedures and protocols including the implications of liability and requirements of due process.

3:3 The Director of Special Needs coordinates and assists building principals in finding the best combination of educational programs, assistive technology, and other services, for each school-age child with special needs; including placement of school-age children with special needs in programs designated as day school programs and residential school programs.

3:4 The Director of Special Needs oversees the management and conducting of screening programs for all community children ages three to five years, including all pre-school screening and services for the district.

3:5 The Director of Special Needs coordinates testing and diagnostic procedures including securing psychological and counseling services as they relate to special education including managing off all related contracted services.

3:6 The Director of Special Needs prepares and administers, under procedures established by the Director of Business Administration, an annual operating budget, and provides expenditure control on established budgets for special education services including Circuit Breaker funds.

3:7 The Director of Special Needs will coordinate and in some cases provides, staff development and workshops/trainings regarding special education issues that assure compliance with special education services.

3:8 The Director of Special Needs will attend state and regional meetings and participate actively in professional organizations.

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- 3:8 The Director of Special Needs will facilitate communications and working relationships with parents, outside agencies and community resources; and provide support and assistance to the Special Needs Parent Advisory Council.
- 3:9 The Director of Special Needs will coordinate, and prepare reports and statistical information required by the DESE and other state/federal programs.
- 3:10 The Director of Special Needs will oversee, prepare and administer all Federal and State Grant programs as they relate to special education.
- 3:11 The Director of Special Needs assures adherence to the DESE Coordinated Program Review Standards.
- 3:12 The Director of Special Needs oversees, coordinates, and monitors special education programs beyond the school day and school year, collaborative placements, private school placements, supported work experience programs, and transitional programs for Fairhaven students identified as having a special need.
- 3:13 The Director of Special Needs will evaluate special education staff and will assign all supportive service personnel regarding special education services including tutoring.
- 3:14 The Director of Special Needs will interpret the objectives and programs of special education for the Superintendent, School Committee, administration, faculty and staff and the school community.
- 3:15 The Director of Special Needs will perform other duties as assigned by the Superintendent of Schools, including but not limited to, managing ABA Services and Delivery, and coordinating Home Schooling, Homeless Education and English Language Learner Education.
- 4:0 THE DIRECTOR OF SPECIAL NEEDS FACILITATES THE DEVELOPMENT AND IMPLEMENTATION OF A SHARED MISSION STATEMENT AND A SCHOOL IMPROVEMENT PLAN THAT IS IN ALIGNMENT WITH THE CORE VALUES OF THE DISTRICT.
- 4:1 PARTNERSHIP WITH FAMILIES AND THE COMMUNITY
  - 4:1.1 The Director of Special Needs understands him/her self as an integral member of the educational leadership team that effectively communicates to staff, parents, students, and community members a systemic approach that models teamwork encourages collegiality, and supports collaboration.
  - 4:1.2 The Director of Special Needs balances the ability to listen and understand the concerns of all school community members in a way that encourages approachability while setting boundaries when dealing with the confrontational parent.
  - 4:1.3 The Director of Special Needs communicates and interacts with parents and the community in a way that promotes a high level of open and honest communication.

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- 4:1.4 The Director of Special Needs expresses him/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.
- 4:2 ENSURE HIGH LEVEL LEARNING FOR ALL CHILDREN
  - 4:2.1 The Director of Special Needs recognizes that student learning must be the focus of all school programs and activities.
  - 4:2.2 The Director of Special Needs believes that all youngsters have the natural ability to succeed at high levels of learning and it is the behaviors and actions of the adults in the school that nurture, develop, and encourage each and every student.
  - 4:2.3 The Director of Special Needs holds teachers accountable for having high standards and positive expectations so that all students can perform at high levels.
- 4:3 SAFE ENVIRONMENT
  - 4:3.1 The Director of Special Needs constructs a culture that advocates and models responsible student decision-making and promotes positive behavior changes and respect.
  - 4:3.2 The Director of Special Needs builds caring and considerate relationships that demonstrate regard and respect for all people.
- 4:4 BECOME INDEPENDENT, PRODUCTIVE, AND SUCCESSFUL
  - 4:4.1 The Director of Special Needs believes that all decisions should be made from the perspective of putting children's needs first.
  - 4:4.2 The Director of Special Needs resolves problems and makes decisions based on age appropriateness, educational research and common sense when dealing with issues, and understands that the integrity of the institution far outweighs the special interest of the individual.
  - 4:4.3 The Director of Special Needs adheres to professional codes of ethics; maintains trust and confidentiality; models legally and morally responsible actions at all times; treats individuals with fairness, dignity, and respect; and models the core values of the school and district.
- 5:0 QUALIFICATIONS
  - 5:1 The Director of Special Needs shall hold Massachusetts Certification credentials as a Director of Special Needs.
  - 5:2 Minimum of ten (10) years experience in education, consisting of a minimum of four (4) years continuous experience as a special needs teacher/school psychologist in a single school system with the granting of professional teacher status in the position.

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- 5:3 Masters Degree or higher with a major in Special Needs, Psychology, and/or Counseling Services.
- 5:4 The Superintendent reserves the right to alter qualifications if deemed to be in the best interest of the Fairhaven Public Schools.
- 6:0 **CONDITIONS and TERMS OF EMPLOYMENT**
- 6:1 The contract of agreement between the Fairhaven Public Schools and the Director of Special Needs regarding the conditions and terms of employment is in accordance with the Massachusetts Education Reform Act of 1993 and sets forth in writing the obligations of each as it pertains to this relationship.

S.C. Received:

9/22/2010