ANNOUNCEMENT OF VACANCY
DIRECTOR OF SPECIAL SERVICES FOR PEARL PUBLIC SCHOOL DISTRICT

Pearl Public School District is seeking qualified applicants for the position of Director of Special Services.

- Length of Contract: 240 days
- Beginning Date: July 1, 2020

The following qualifications, job goal, and performance responsibilities are required based on the job description.

QUALIFICATIONS:
1. Valid Mississippi Educator License with an endorsement in special education AND in school administration
2. Master’s degree or higher
3. District-level special education experience preferred
4. Kind and amount of prior job experience as required by the Board
5. Such alternatives to the above qualifications as deemed appropriate and acceptable by the Board of Trustees

REPORTS TO: Assistant Superintendent of Academic Services

JOB GOAL: To use leadership, supervisory, and administrative skills in assisting with the design, development, and delivery of efficient and appropriate special education programs and services for students with exceptional education needs.

PERFORMANCE RESPONSIBILITIES:
1. Assumes responsibility for own professional growth and development; for keeping current with the literature, new research and findings, and best practices; and for attending appropriate professional meetings.
2. Stays current with the latest state and federal guidelines and financial aid regulations related to the needs of exceptional children.
3. Keeps informed of all legal requirements governing special education.
4. Assists in the adaptation of school policies to include special education needs.
5. Recommends policies and programs essential to the needs of exceptional children.
6. Evaluates existing programs as an ongoing responsibility to ensure appropriate academic achievement of students with exceptional needs.
7. Recommends changes to and additions of special education programs as needed and provides leadership in establishing new programs.
8. Oversees the continuous identification of exceptional needs children, and monitors assessments and screenings conducted that relate to special education programs and related services.
9. Establishes procedures for and oversees the placement, evaluation, assignment, and reevaluation of students with regard to the special education program including, but not limited to, the following:
   - Gifted Education
   - Speech and Language Services
10. Develops and supervises procedures for referral, including but not limited to securing medical reports, psychological examination, and placement.
11. Supervises and coordinates instruction for homebound and hospitalized students.
12. Coordinates and oversees the placement of students in agencies or institutions not part of the school district.
13. Assists principals in recruitment, selection, and recommendation for hiring of special education personnel.
14. Ensures the accuracy and maintenance of all applicable education paperwork and databases at the district office, including but not limited to the following:
   - MOSS
   - MSIS
   - IEP Management Program(s)
   - Reevaluations
   - Transfer students
15. Assumes responsibility for developing, maintaining, and filing all reports, records, and other documents legally required or administratively useful including, but not limited to the following:
   - MDE the IDEA Part B and Preschool Project Application
   - ESY Application
   - Educable Child Application(s)
   - PBIS Application if necessary
   - Discretionary Grant Application if necessary
   - Child Find Report
16. Ensure accurate and timely completion of all Child Find activities within the school district.
17. Ensures the development and maintenance of complete and cumulative records of all children receiving special services or enrolled in special classes.
18. Supervises the preparation of attendance reports and similar data necessary to reimbursement of funds, collecting of tuition for out-of-district students, and similar fiscal matters.
19. Arrange for transportation of all children placed in special classes or in special programs.
20. Develops budget recommendations, approves all expenditures, and provides expenditure control on established budgets for special education.
21. Oversees the maintenance of a permanent inventory of equipment purchased for special education.
22. Ensures procedures for requisitioning, ordering, and paying for special education equipment and supplies are implemented.
23. Evaluates on an ongoing basis, the total special education program, curriculum, and procedures ensuring the needs of special education students are being met.
24. Consults with parents of students enrolled in the program as needed.
25. Attends parent meetings as needed and serves as liaison between the school district and parent advocacy representatives.
26. Interprets the objectives and programs of the special education services to the Board, the administration, the staff, and the public at large.
27. Oversees the development and delivery of professional development for special education staff.
28. Procures related service providers as needed, verifying appropriate and valid credentials and certifications.
29. Maintain certification of duty verifications as required.
30. Attends IEP meetings as needed.
31. Reviews all eligibility folders prior to eligibility meetings.
32. Attends MET and eligibility meetings as needed.
33. In coordination with school principals, ensures the implementation of special education and related services as indicated by student IEPs.
34. Coordinates and monitors all activities associated with services and programs that meet the needs of preschool special education children:
   - Parent notifications
   - School-based screenings
35. Supervises special education office staff.
36. Follows all Board policies and procedures.
37. Maintains regular attendance and is punctual.
38. Promotes the district’s vision, mission, and goals.
40. Performs other tasks and assumes other responsibilities as requested/assigned by the immediate supervisor and Superintendent.

Experience in the following areas is preferred:
- District-Level Experience
- Conflict-Resolution
- Community Engagement

Application Process: Submit a letter of interest and a resume to Kim LaFontaine, Assistant Superintendent of Academic Services, by noon on Friday, April 17, 2020. Be sure to include the name, email address, and phone number of three professional references on your resume.

Timeline: After a review of the resumes, a selected number of interviews will be held.

Pearl Public School District is an equal opportunity and affirmative action employer.

The mission of Pearl Public School District is to prepare each student to become a lifelong learner, achieve individual goals, and positively impact a global society.