

## VACANCY ANNOUNCEMENT

Greene County School District  
530 Main Street  
P.O. Box 1329  
Leakesville, MS 39451  
[www.greene.k12.ms.us](http://www.greene.k12.ms.us)

The Greene County School District is seeking qualified applicants for the position of:

### **DIRECTOR OF SPECIAL SERVICES**

Application Deadline: Until Filled

#### **Qualifications:**

- \*Applicant must hold a valid Mississippi Class AA license with certification in educational administration and Special Education
- \*A minimum of five years of successful teaching experience
- \*Administrative experience preferred
- \*Applicant should have a strong background in Special Education and Administration, and be able to demonstrate knowledge of both.
- \*A background in dyslexia, 504, and gifted education is preferred
- \*Possess excellent written and oral skills
- \*Be a consensus builder and have high moral and ethical standards
- \*Be willing to work as a team and have strong communication skills

#### **Responsibilities and Expectations:**

See Attached Job Description

#### **Application Process:**

Interested applicants should complete an application available online at our website:

<http://www.greene.k12.ms.us> Or directly at: <http://goo.gl/OikPYw>

Documents to include when applying include:

1. Completed Application
2. Copy of Current Mississippi Educator License
3. Resume (with at least 3 professional and 3 personal references)

Applicants should email or mail the above documents to:

Email: [cbreland@greene.k12.ms.us](mailto:cbreland@greene.k12.ms.us)

Mail: Greene County School District  
c/o Charles L. Breland, Superintendent  
P.O. Box 1329  
Leakesville, MS 39451

Appointments for interviews will be scheduled as needed by the Superintendent.

## JOB DESCRIPTION

### Director of Special Education

**Job Purpose:** The job of Director of Special Education is done for the purposes of implementing and maintaining birth to age 21 Special Education programs and services in conformance to District, State and Federal objectives; providing written support and/or conveying information; serving as a resource to patrons, school personnel and the Board ; and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget.

This position reports to the Superintendent of Education.

#### Essential Job Functions:

- \* **Collaborates** with District school principals and school special education teachers for the purpose of implementing and maintaining services and/or programs. Sets staffing levels for school special education programs for the purpose of providing services with fiscal efficiency.
- \* **Directs** personnel, for the purpose of delivering services which conform to established guidelines.
- \* **Develops** proposals, new programs, budgets and grants for the purpose of meeting District goals.
- \* **Evaluates** District and school Special Education programs and monitors the implementation of special education and compliance with regulations in each location, for the purpose of carrying out and achieving objectives within area of responsibility;.
- \* **Facilitates** meetings and processes, for the purpose of implementing and maintaining Special Education programs and services of the district which achieve desired objectives.
- \* **Implements** assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
- \* **Manages** fiscal resources from the IDEA project and special education grants, prepares budgets and directs spending, and monitors maintenance of effort, for the purpose of fiscal efficiency in providing required services.
- \* **Prepares** documentation and reports data to the Mississippi Department of Education for the purpose of providing written support, conveying information, and complying with Federal and State regulations.
- \* **Communicates** information on programs, services, and regulations to school personnel, parents, the Board and other districts for the purpose of understanding of the programs.
- \* **Recruits, hires, supervises, and evaluates** District-level special education staff including speech pathologists and assistants, school psychometrists/psychologist, occupational therapists, physical therapists, social workers, counselors, positive behavior specialist and providers of Early Intervention and Early Childhood Special Education, for the purpose of carrying out objectives within areas of responsibility.
- \* **Serves** as the District Representative for IEP meetings when resources beyond school budgets may be considered for the purpose of efficiently managing fiscal resources while meeting special education regulations.

- \* **Serves** as the District liaison to the Mississippi Department of Education for coordination of Special Education services; and manages special education complaints for the purpose of providing required services.
- \* **Coordinates** with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.
- \* **Supervises** the training of special education teachers, instructional assistants, and building administrators for the purpose of assuring well-trained personnel and district administrative staff on process and policy.
- \* **Writes** district Board Policy for special education as is needed or required, for the purpose of assuring program consistency and compliance with state and federal rules in all locations. Also, maintains a high level of knowledge regarding developing special education issues, changes in the laws and case law, and educational methods of educating students with disabilities, for the purpose of managing an excellent special education program.
- \* **Assists** District Test Coordinator with facilitation of Alternative Assessments for Students with Significant Cognitive Disabilities. Trains and supervises teachers who are involved in this process.
- \* **Assists** District Transportation Director in hiring of bus monitors/drivers and scheduling for Special needs students.
- \* **Supervises & Coordinators** the district's gifted and dyslexia programs.
- \* **Performances** Other Duties as Assigned by the Superintendent.