

Jones County School District
5204 Highway 11 North
Ellisville, MS 39437
www.jones.k12.ms.us

VACANCY ANNOUNCEMENT

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

DIRECTOR OF SPECIAL EDUCATION

Application Deadline: Until Filled

Qualifications:

- ◆ Applicant must hold a valid Mississippi Class AA license with certification in Educational Administration and Special Education (486-489 and 202-224)
- ◆ A minimum of three 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 and 504, 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:

Certified applications are available online and should be returned to the address listed below.

<http://www.jones.k12.ms.us>

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 mail or deliver the above documents to:

Mail: Jones County School District
C/o Tommy Parker, Superintendent
5204 Highway 11 North
Ellisville, MS 39437

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

JOB DESCRIPTION

Director of Special Education

Job Purpose: The position of Director of Special Education is to develop and coordinate a program designed to meet the needs of children up to the age of 21. The Director of Special Education must meet these needs while implementing and maintaining District, State and Federal regulations; providing written support and objectives, and/or conveying information; 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. Recommends 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 and plans the appropriate staff development training 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 & Coordinates the district's dyslexia programs.
- * Performs Other Duties as Assigned by the Superintendent