

Director of Special Education

Duties and Authority

The Director of Special Education is responsible for ensuring all District students with disabilities receive a free and appropriate public education in accordance with state and federal law. The Director of Special Education provides leadership for and monitors special education programming and services provided in the schools to ensure quality and compliance with state and federal policies. The Director of Special Education prepares and monitors the IDEA flow through budget and all other budgets pertaining to special education students and programs. The Director of Special Education serves as the primary contact between the District and outside agencies that provide special education services to District students.

Administrative Relationship

The Director of Special Education is employed by the Board of Education and reports to the Superintendent of Schools.

Qualifications

The Director of Special Education must have a substantial academic and experiential background in special education, including a thorough knowledge about state and federal policy pertaining to special education, best practice in the field, and school law. The Director of Special Education must at minimum hold a master's degree in educational administration or equivalent and a valid Illinois Type 75 Administrative Certificate issued by the State Certification Board.

Evaluation

The Superintendent shall annually evaluate the Director of Special Education and make employment and salary recommendations to the Board of Education.

Compensation and Benefits

The Board of Education and the Director of Special Education shall enter into an employment agreement that conforms to Board policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for the Director of Special Education. These recommendations will be presented to the Board no later than the July Board meeting.

Terms of Employment

The work year for the Director of Special Education shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, the Director of Special Education shall have vacation periods as approved by the Superintendent.