

# Executive Director of Student Services

Dept/Div: Special Education/N/A

FLSA Status: Exempt

## General Definition of Work

Performs complex professional work planning, organizing, developing, evaluating, and implementing programming to meet the needs of member districts' special education needs and services, developing and maintaining communications with constituents, developing and overseeing the district budget for special education, providing leadership for administrative teams, serving as director of record for accountability with Minnesota Department of Education, and related work as apparent or assigned. Work is performed under the general direction of the Superintendent. Departmental supervision is exercised over all personnel in the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Develops and maintains communication with a variety of constituents including school board, staff, parents, member districts, county personnel, outside agencies and the Minnesota Department of Education.

Develops and maintains appropriate programming to meet the needs of member districts' including English learner services as well as facilities; facilitates committees to promote a variety of initiatives necessary to successful programs.

Develops and maintains district budget for the division of special education including reporting on SEDRA as well as MARSS and supervision of grants; approves all purchase requisitions, check requests, mileage, and time sheets for the division.

Plans and implements curriculum adoption plans for all divisions of the district, training activities for teachers including a mentorship program, paraprofessionals and clerical staff to support the efforts of the district in maintaining education programs that meet the needs of member districts.

Facilitates supervision, evaluation, and discipline of all employee groups; maintains appropriate staffing based on caseload ratios determined in department goals and by the Minnesota Department of Education.

Supervises and oversees all aspects of teaching and learning including curriculum and content adoption for courses, effective instructional practices, social/emotional learning, teacher evaluation, due process for special services, and English language learning programming across all general education and special education settings.

Supervises all programmatic support related to teaching and learning in every classroom throughout the school district (special education and general education).

## Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and procedures of District policies and procedures; comprehensive knowledge of curriculum and program development for special education students; comprehensive knowledge of issues related to special education law, finance and due process; thorough knowledge of union contracts and negotiation processes. General skill operating standard office equipment and related hardware and software; general skill operating standard accounting software; general skill operating standard database systems; general skill creating and maintaining accurate due process, personnel, student, and other data records; skill in planning, budgeting, supervision, public relations, and technical writing; skill in developing and executing administrative procedures, management practices, and leadership. Ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to exercise strong interpersonal skills and apply problem-solving techniques; ability to develop and present ideas effectively orally and in written forms; ability to direct and evaluate the work of professional and paraprofessional staff; ability build consensus and develop partnerships and alliances; ability to effectively build and maintain relations and

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consensus; ability to establish and maintain effective working relationships with associates, consultants, district staff, legal representatives, member districts, parents, students and the general public.

### **Education and Experience**

Master's degree and considerable experience in work as a Director of Special Education, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and exposure to bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Director of Special Education licensure in the State of Minnesota.

Minnesota Department of Education Special Education Data Reporting Application (SEDRA) and Uniform Financial Accounting and Reporting Standards (UFARS) certifications upon hire

Automated Substitute Placement and Absence Management (AESOP) and eFin system training within six months of hire.

Last Revised: 3/26/2020