

# Dean of Special Education

Dept/Div: Special Education/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate professional work providing support to assist District staff in implementing program goals, supporting instruction, and managing student behaviors, facilitating communication with District and Member District staff to coordinate services, reviewing due process paperwork, maintaining files and records, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Director of Special Education. Continuous supervision is exercised over assigned licensed staff and paraprofessionals.

## 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

Supports licensed staff and paraprofessionals as needed; assists with daily attendance and staffing.

Reviews due process paperwork.

Responds to behavioral and student discipline issues; reviews incident reports.

Completes licenses staff and paraprofessional evaluations; supports employee discipline activities.

Serves as Administrative Designee for individualized education program (IEP) meetings; communicates with member district staff; participate on District committees.

Serves as the School Assessment Coordinator; handles testing requirements in the building, trains staff on testing procedures, makes test preparation such as setting up accommodations and scheduling testing sessions with required materials; processes and/or administers various screening tools and tests.

Processes all new referrals, schedules observations, and contact home districts.

Assists with the development of programs and changes to current programming.

Conducts interviews for potential new staff.

Plans and implements all aspects of professional development for staff.

Organizes Extended School Year Program and schedules staffing.

## Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices and procedures of District policies and procedures; thorough knowledge of curriculum and program development for special education students; thorough knowledge of issues related to special education law, finance and due process; general 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; 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 to establish and maintain effective working relationships with district staff, member districts, parents, consultants, students and the general public.

## Education and Experience

Master's degree with coursework in special education, or related field and moderate experience in special education teaching and leadership, or equivalent combination of education and experience.

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## **Physical Requirements**

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking, sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; 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; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self-contained breathing apparatus, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

## **Special Requirements**

Possession of Minnesota State Teaching and Administrative licensure upon hire.  
Obtain Professional Crisis Management training within six months of hire.  
Valid driver's license in the State of Minnesota.

Last Revised: 4/20/2020