



MISSISSINEWA COMMUNITY SCHOOLS
Director of Special Services, Corporation Level

Job Description:

Mississinewa Community School Corporation is seeking a dynamic administrative candidate to fill a **Director of Special Services, Corporation Level**.

This position is a Director/Supervisor position. The successful candidate will be expected to fulfill corporation duties as well as building level responsibilities. Salary will be commensurate with training and experience.

Qualifications:

Mississinewa Community Schools is seeking an educational leader with a strong background in Special Education with emphasis on laws, regulations and guidelines related to special education programs, budget development and administration, decision-making and organizational development and desires to be part of a proactive and innovative team.

A Special Education Director's License is preferred.

Responsibilities:

1. Organizes and administers the Special Education Programs
2. Values communication and is willing to be an equal member of the administrative team
3. Advocates for all students enrolled at Mississinewa Community Schools
4. Works closely with building level administrators
5. Ensures and monitors confidentiality and compliance with mandated Federal and State laws and regulations for Special Education
6. Understands the importance of analyzing data as it pertains to student achievement and students' opportunities
7. Supports and maintains a professional attitude and understands the importance of confidentiality in professional relationships
8. Receives and interprets information concerning special education programs to all schools, appropriate staff, parents, public and private agencies
9. Assists in the recruitment, selection, placement and evaluation of staff
10. Directs and supervises the work of the secretary of the Special Education program
11. Performs related duties as assigned by the Superintendent
12. Works cooperatively with the Grant County Coop Director
13. Provide direction to the Superintendent in the achievement of the short- and long-term
 - a. educational goals of the school corporation
14. Establish and maintain special education classes under Article VII of the Department of Special Education, Indiana Department of Education
15. Assist in assessing programs and making appropriate recommendations for implementation, expansion or deletion of programs.
16. Assist in the selection, assignment, supervision, evaluation, and transfer of personnel in assigned areas.
17. Complete necessary state reports periodically
18. Provide services for homebound teaching programs

20. Complete necessary state reports
21. Ensure students receive services for which they are eligible and take reasonable actions necessary to prevent harm or injury to a student as determined by the student's Individual Health Plan (IHP), Individual Education Plan (IEP) or 504 Plan
22. Maintains regular attendance and punctuality
23. Assists other personnel as needed to ensure an efficient and effective working environment
24. Keep informed of new information, innovative ideas and advanced techniques

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)