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Prospective Director of Special Services Position

Job Description: The Wellington-Napoleon R-IX School District is seeking a dynamic, student centered, Director of Special Services for the 2024-2025 School year. The Director of Special Services oversees the Special Education and 504 programs, ensuring FAPE and equitable educational opportunities to all WN Students. Additionally this position oversees Federal Programs, Food Service, Parents as Teachers, and is the Homeless Liaison for the WN R-IX School District.

Additionally coaching is available in the areas of: Baseball, Assistant Football, and MS Girls Basketball.

Wellington-Napoleon R-IX is located just east of suburban Kansas city in Lafayette County, MO. We are a small rural district serving 380 students PK-12. In the 2024-25 school year we will be transitioning to a Four Day Calendar. District Amenities include:

- Four Day School Week
 - Off ALL Mondays, with the exception of one scheduled PD day per month.
- Small Class Sizes – Capped at 20 for PreK
- Competitive Salary including participation in the Teacher Baseline \$38,000 Grant
- Extremely Supportive School Board, Parents, and Community
- Very Low Discipline Rates
- Supportive Administration in a Collaborative Learning Community Environment
- Career Ladder

JOB DESCRIPTION

Director of Special Services

SALARY RANGE: \$60,000 - \$70,000

CONTRACT LENGTH: Standard Teaching Contract - 162 Days + 24 Additional Days

QUALIFICATIONS: The Director of Special Services must have a Master's Degree and possess the necessary certification as required by the State Board of Education for a special education administrator, be certified in two other areas of special education, have a minimum of two years teaching experience in special education classrooms, as well as meet any other requirements as may be deemed necessary by the State or Local Board of Education.

Additional Preferred Qualifications (Not required):

1. Educational Diagnostician or School Psychological Examiner Certification.
2. Prior experience as a Director or Coordinator of Special Education.
3. Experience in supervising and writing grants.

REPORTS TO: Superintendent

SUPERVISES: Special Education Coordinator/Educational Examiner, Special Education Teachers, Special Education Paraprofessionals, Parent Educators.

JOB GOAL: To be responsible for the direction, coordination and supervision of special service programs and grants. The Director of Special Services is responsible for district compliance with state and federal requirements regarding students with disabilities.

PERFORMANCE RESPONSIBILITIES:

Administration:

- Prepare and submit project applications and coordinate a comprehensive program for the education of disabled pupils in the Wellington-Napoleon R-IX as defined by Special Education Regulations, Standards and Procedural Guidelines, State Department of Elementary and Secondary Education.
- Assess special program procedures and documents to assure compliance with federal and state laws and local policies.
- Coordinate and supervise the Senate Bill 658 Parents as Teachers Program.
- Supervise the Homebound Instruction Program.
- Coordinate and supervise district screening of one, two, three, and four year olds.
- Confer with principals, counselors and special services personnel concerning pupil referral, evaluation and placement in appropriate special education programs.
- Attend all necessary school board meetings.
- Assist principals and superintendent in establishing and maintaining a good relationship with the community.
- Keep abreast of state and national trends and evaluate the same.
- Prepare reports as directed by the Superintendent.
- Coordinate compliance procedures for Title VI of the Civil Rights Act of 1964 (Title VI), 504 of the Rehabilitation Act of 1973 (Section 504), and Title II of the American with Disabilities Act of 1990 (ADA) regarding education and instructional issues.
- Coordinate Homeless Children and Youth Program.

Personnel:

- Recruit, select and place staff members for special service programs.
- Coordinate with principals for the Performance Based Evaluation of special service teachers and paraprofessionals.

Curriculum:

- Work with building principals in organizing and integrating special service programs within each building.
- Provide leadership for developing and providing instructional materials, equipment, and facilities for all special service programs.
- Stay abreast of current trends in curriculum/programming for special services programs.
- Work with special teachers in evaluating instructional materials and equipment.
- Work with community agencies and resources to provide the educational experiences necessary for students with special needs.

Staff Development:

- Provide continuous staff development programs for special service staff.
- Recommend such inservice needed to update and improve the educational programs.

Finance:

- Administer the financial reporting and accounting of special programs.
- Project special service staff and material needs annually in the budget development process.
- Account for budgetary expenditures regarding special service programs and specified grants.
- Prepare requisitions for materials, supplies, and equipment for special service programs.
- Consult with Superintendent concerning budget needs for the operation of special education and related services.
- Perform other duties and functions as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Salary, work year, vacation, and benefits to be established by the Board of Education.

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Staff.