



NASHOBA

Regional School District

Position: Director of Special Education
Department/Location: Central Office
Hours: 40 hour/Exempt

Organizational Scope:

Reporting to the Superintendent of Schools, leads the district's special education services for its member towns (Bolton, Lancaster and Stow).

Position Responsibilities:

- Function as contributing leader in central office team to advocate for high expectations for all students through a myriad of effective programs, services and curriculum that maximize student potential in a cost-effective manner
- Provide purpose, technical direction and advice to administrators, building principals and instructional staff as they relate to the issues of deferral and state grants and legal compliance with mandated regulations and laws
- Contribute to the development of the total philosophy of education
- Assist in the implementation of school policies to include special needs
- Recommend policies and programs essential to the needs of students with disabilities
- Keep informed of all legal requirements governing special education
- Manage grants
- Contribute to the professional development of all district staff
- Provide leadership in establishing new programs and develop improved understanding of existing programs
- Evaluate existing practices and programs as ongoing responsibility and recommend changes and development as needed
- Develop procedures for referral, secure medical reports, psychological exams and placement of students with disabilities
- Responsible for all reports and records legally required of the district
- Supervise out of district placements and funds
- Develop professional development and training for all staff as related to special education services
- Direct out of district placement of special education students and arrange for transportation of students
- Supervise the development of all district IEPs.
- Ensure appropriate student records are maintained
- Participate in the recruitment, recommendation and evaluation of all special education staff
- Oversee all special education services such as physical therapy, adaptive physical education, occupational therapy, speech, health education, and psychological and social work services
- Other duties as assigned

Job Qualifications and Physical Demands:

Master's Degree in Education, Special Education, Leadership or Related Field; DESE Certified as a Supervisor/Director or Administrator of Special Education; Three (3) to Five (5) Years Experience in a Leadership Role Three (3) to Five (5) Years as a Teacher; Must be a collaborative leader, highly proficient in technology, have fiscal management skills and experience; strong communication and organizational skills.



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Must be able to assist in the protection of students and school property, and assist the Principal in fire and other emergency drills as required by law and School Committee policy. To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily

Must be able to walk and stand on tile flooring for up to 1-2 miles per day, lift up to 25 pounds, bend and twist regularly at the waist, knees and neck.