

**Director of Special Services****Duties and Authority**

The Director of Special Services works closely with the building and district administrative team, specifically the Assistant Superintendent for Special Services. The Director for Special Services will be responsible for managing all aspects of District 99 students with disabilities placed in public, private, therapeutic schools and residentially placed students. The director will case manager these students to complete IEP documents, attend IEP meetings, and collaborate with outplacement schools and families. The director will be responsible for problem solving and making decisions that are consistent with special education regulations and law to support the appropriate needs of our students. Communication and collaboration to parents and outplacement schools is essential. Support in the placement of students to an outplacement school which includes communication, collaboration with outplacement on referrals and intake meetings as appropriate. The director will support special services at the building level to include attendance at IEP meetings, development of professional development for staff and management of the district's online systems (IEP Plus, STAR and Edgenuity).

**Administrative Relationship**

The Director of Special Services is employed by the Board of Education and reports to the Assistant Superintendent for Special Services.

**Qualifications**

The Director of Special Services must have substantial knowledge in special education laws, regulations and best practice to support students with disabilities. The Director of Special Services must have previous high school teaching and/or building or central office administrative experience. The Director of Special Services must at minimum hold a master's or doctorate degree, Illinois State Board of Education's Special Education Director endorsement and a valid Illinois Type 75 Administrative Certificate.

**Evaluation**

The Assistant Superintendent for Special Services shall annually evaluate the Director of Special Services and make employment and salary recommendations to the Superintendent.

**Compensation and Benefits**

The Board of Education and the Director of Special Services shall enter into an employment agreement that conforms to Board Policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for Director of Special Services. These recommendations will be presented to the Board no later than the June Board meeting.

**Terms of Employment**

The work year for the Director of Special Services shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, the Director of Special Services shall have vacation periods as approved by the Superintendent.