

COUNTY DIRECTOR QUALIFICATIONS  
Steuben County

The County Director of Special Education must hold a valid Special Education Director's Certificate or Director of Exceptional Needs Certificate issued by the State Department of Education and other qualifications that the Special Education Superintendents' Council deem advisable.

SOURCE: Superintendents' Council July 1, 1988  
Revised: February 19, 2009, Superintendents' Council  
DATE: Reviewed Effective July 1, 2011, Superintendents' Council

COUNTY DIRECTOR - Steuben County  
DUTIES - PROGRAM/STAFF DEVELOPMENT

Major Objectives

1. Assist the Special Education Director by sharing the responsibilities for policy initiation and development.
2. Assist in executing the policies and programs which have been approved by the Superintendents' Council.
3. Assist in providing administrative leadership.
4. Evaluate job performance of assigned areas (in written form) in cooperation with the building principal.
5. Maintain active communication between NEISEC and individual districts within the assigned county.

Major Activities

1. Assist the Director in reviewing and updating policy manual.
2. Assist the Director in informing the Programming Committee of program modifications.
3. Assume responsibility for staff development activities.
4. Assist the Director in writing Federal and State grants and reports.

SOURCE: Superintendents' Council November 21, 1991  
Reviewed: Superintendents' Council September 20, 2001  
Revised: Superintendents' Council February 19, 2009  
DATE: Reviewed Effective July 1, 2011, Superintendents' Council

COUNTY DIRECTOR - Steuben  
JOB DESCRIPTION – PROGRAMS/STAFF DEVELOPMENT

The County Director of Special Education shall be directly responsible to the Director of Special Education in all matters related to the function of the Northeast Indiana Special Education Cooperative.

Specific responsibilities shall include but not be limited to:

1. Assist the Director in recommending policies/procedures to the Programming Committee to meet State and Federal mandates.
2. Provide consultation to superintendents and principals regarding class size, staff needs, and teacher evaluations as requested.
3. Serve as Special Education Administrator in complaints and hearings when assigned by Director.
4. Assist in preparation responses to hearing orders, complaint issues and corrective action plans for audits.
5. Assist the Director in policy initiation and development.
6. Assist the Director in reviewing and updating policy manual.
7. Assist the Director in executing policies and programs approved by the Superintendents' Council.
8. Attend meetings as assigned by Director.
9. Assist the Director in writing State and Federal grants and reports as assigned by Director.
10. Assist director in developing recommendations for staffing patterns.
11. Attend professional conferences and transmit information to appropriate personnel.
12. Serve as liaison for local districts in reference to Article 7 and Section 504.
13. Develop and implement a recruitment program that attracts candidates who meet or exceed job standards.

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14. Provide direct supervision of all assigned special education programs and teachers in cooperation with the building principal including consistent visitations and filing of visitation reports with the Director, teacher, principal and superintendent.
15. Provide written input to evaluate teacher job performance for assigned areas, in cooperation with the building principal's evaluation.
16. Assist the Director in developing in service activities.
17. Assist in developing teacher growth plans and serves on teacher grown teams.
18. Provide (along with director and other county directors) In service for case conference coordination, paraprofessionals and new teachers.
19. Attend case conferences, as needed, weekly administrative meetings, and district administrative meetings as requested.
20. Provide direct supervision of all assigned areas.
21. Provide supervision for regular meetings with teachers, therapist and related services personnel.
22. Provide supervision for an ongoing surrogate parent training program.
23. Cross training responsibilities as assigned.
24. Other duties/responsibilities as assigned.

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