

Job Description			
Expectation for all Employees:	Supports the organization's mission by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, commitment to our industry and community, and accountability.		
Location:	2 Fisk Rd. Concord N.H.		
Job Title:	Special Education Director		
Reports To:	Principal and Executive Director		
Type of Position:	<input checked="" type="checkbox"/> Full-Time – 12 Month <input type="checkbox"/> Full-Time – 10 Month <input type="checkbox"/> Part-Time – 12 Month <input type="checkbox"/> Part-Time – 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	FSLA Classification:	Hours <u>40</u> /week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt
This is a full time position			
Essential Duties and Responsibilities			
<ol style="list-style-type: none"> 1. Participate in and coordinate the construction of the Individual Education Plans (IEP) 2. Coordinate staff in meeting the specific goals and objectives as outlined in the IEP's 3. Maintain special education records 4. Arrange for and maintain quarterly progress reports 5. Oversee communications between students, faculty, parents and or sending school districts 6. Ensure appropriate inclusion of students with disabilities in NWEA and NH testing 7. Assist the Principal in coordinating professional development opportunities for staff 8. Teach classes or tutor as deemed necessary by Principal/ Director 9. Attend Special Education Meetings 10. Participates in the admissions process 			
Supervisory Responsibilities			
Assist the Principal in supervising staff and school activities.			
Qualification Requirements			
<ol style="list-style-type: none"> 1. Masters degree 2. Five years of experience working with children with special needs preferred 3. Certification in Special Education 4. Strong teaching and communication skills 			

Education and/or Experience
A minimum of 5 years working with special education students/programs Knowledge educational regulations and laws in NH.
Certificates, Licenses, Registrations, Other
An undergraduate degree in special education or a related field. Certification in Special Education
Language Skills
Ability to write, read, analyze, and interpret IEP's, 504's, testing materials and other forms and reports commonly used in the field of education. Ability to effectively present information verbally and to respond to questions from team members, managers, clients, customers, and the general public.
Additional Professional Duties
<ol style="list-style-type: none"> 1. Supervise and evaluate teachers and staff 2. Meet regularly with the administrative team to set, evaluate and review policies. 3. Act as a liaison to community groups. 4. Establish specific school policies. 5. Attend Administrative Team meetings 6. Assess and evaluate programs in a timely manner
Collegiality/Service Expectations
<ol style="list-style-type: none"> 1. Displaying positive standards of the profession 2. Displaying professional ethics 3. Ability to work independently on projects. 4. Maintaining and safeguarding accurate records 5. Ability to define problems, collect data, establish facts, and draw valid conclusions
Computer Skills
<ol style="list-style-type: none"> 1. Must have a working knowledge of word processing and spreadsheet software applications, internet searching techniques, electronic mail, and company intranet and servers. 2. Software may include spreadsheet and word application software and other applicable software as necessary.
Physical Demands
<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is frequently required to sit, speak, and listen. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.</p> <p>The employee may lift and/or move up to 30 pounds.</p>

Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE: Every effort has been made to keep your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

By your signature below, you affirm that you have had the opportunity to read and understand the job description which includes essential functions and to discuss any reasonable accommodations necessary to complete your responsibilities with your supervisor.

Employee

Date

Supervisor

Date