

**DIRECTOR OF SPECIAL EDUCATION**  
SAU 70

**Qualifications:**

Background in Special Education; Master's Degree in Special Education. Three to four years' experience in special education administration. Must hold and maintain NHDOE and/or VTDOE Special Education Administrator certification.

**General Description:**

The SAU 70 Director of Special Education oversees the delivery of student services in all SAU 70 schools, including Special Education, 504 and related services.

**Representative Types of Responsibilities:**

1. Responsible for ensuring SAU 70 compliance with federal and state (VT and NH) regulations and school district policies regarding special education and Section 504 for students preschool to age 21.
2. Assists administrators, when needed, with supervision/evaluation of learning specialists, related service providers and contracted providers.
3. Negotiates and issues contracts for contracted providers.
4. Attends building-level student-centered meetings when requested (PST, TAT).
5. Responsible for compiling, maintaining, and filing all State reports, grants and other documents required by the State that are associated with Special Education including Cat Aid.
6. Responsible for coordination and oversight of SAU 70 out-of-district special education residentially placed students.
7. Attends Individual Education Programming (IEP) meetings as the Local Education Agency (LEA) representative as needed.
8. Meets with parents, staff and students to resolve programming issues that are not resolved at the building level.
9. Provides workshop opportunities for district special education teachers, administrators, educational assistants and related service providers.
10. Develops and presents special education budgets for each district in conjunction with the Superintendent, Assistant Superintendent for Business, and building level administrators.
11. Oversees and authorizes special services invoices and bill payments and assists with billing questions at the building level.
12. Coordinates with building level staff on Extended Year Programs for special education students requiring these services.
13. Serves as the SAU 70 Homeless liaison and Home School Coordinator.
14. Performs other duties as assigned by the Superintendent of Schools.

**Reports to:** Superintendent

**Supervises:** None

**Physical Limitations of Job:** May require lifting of up to 50 pounds, kneeling, crouching, and physical dexterity

**Category:** Calendar Year, FLSA Non-Exempt

Adopted: 12/11/12  
Date of Last Review: 12/11/12