

**WSU Charter Academy**  
**Director of Special Education Job Description**

- Assist in planning and monitoring special service budgets and expenditures as established for special education
- Assists principal in the screening, interviewing, and assignment of special education personnel
- Consult with school personnel and parents of children with disabilities regarding appropriate programming and/or follow-up services and assures appropriate reporting to parents
- Prepare materials for, conduct and participate in all multidisciplinary team (MDT) meetings
- Act as liaison between the school and various service agencies within the local area
- Participates in local, regional, and state meetings as necessary.
- Provide direct supervision and management of staff and related service providers
- Oversee staff development for service personnel
- Oversee / manage a caseload of special education students and the implementation of their Individualize Education Programs (IEP) and 504 plans in inclusive settings
- Ensure appropriate delivery of both special education instruction and related services as stipulated on IEPs/504 plans
- Ensure compliance by the school with all local and Federal laws and regulation relating to students with IEPs/504 plans and students referred to special education
- Ensure that services provided by contractual personnel are of high quality, provided in the Least Restrictive Environment (LRE), and are aligned with students' IEPs/504 plans
- Communicate to parents and guardians the special education process including process for referrals, evaluations, annual IEPs/504 plans, and re-evaluations as well as parental rights granted by (Individual with Disabilities Education Act) IDEA
- Facilitate IEP meetings
- Write IEPs/504 plans that are developmentally appropriate, curriculum/standards -based, strength based, and relevant to the individual for all students identified with a disability

- Complete all documents and reports in a timely manner (according to state, local, and school policies and procedures)
- Coordinate with MDT to complete quarterly IEP progress reports and provide quarterly IEP progress reports to parents/guardians.
- Maintain student files (paper and electronic) according to school and Utah State Office of Education (USOE) standards.
- Maintain school tracking and data system that includes: student information related to IEPs, services, service hours, evaluations, MDT referrals, time lines in which evaluations were completed and discipline incidents documented
- Gathering and report data for all reporting requirements concerning students with IEPs/504 plans and other required reports to USOE
- Maintain a high level of knowledge regarding developing special education issues such as changes in federal and local special education policy.
- Establish and maintain communication with parents of students in the program.

### **Special Education Consulting Services (SPEDCO)**

- Assist in writing required reports
  - Coordinated Early Intervening Services (CEIS)
  - Other reports as required
- Liaison to Utah State Office of Education (USOE)
- Support with mediation
- Assist with due process
- Complete a complaint Investigation
- Complete a Local Education Agency (LEA) Internal Monitoring Audit