

THOMAS BUZBEE VOCATIONAL HIGH SCHOOL

POSITION:

Special Education Administrator

GENERAL DESCRIPTION:

This position is responsible for providing special education leadership to all staff working with designated students in an inclusive classroom setting.

REPORTS TO:

Thomas Buzbee Vocational High School Administration

QUALIFICATIONS:

- BS/BA degree required.
- Master's degree preferred.
- Appropriate secondary special education SBEC certification required.
- Appropriate diagnostician SBEC certification preferred.
- Must be able to relate to youth and minority groups and work well in a team setting.
- Must have basic computer skills.
- Must pass a criminal history check and drug screen.
- Ability to keep confidential information.

SPECIFIC DUTIES:

- Responsible for providing special education leadership to all staff working with designated students in an inclusive classroom.
- Responsible for ensuring all required record keeping and folders on all assigned students are up-to-date and accurate.
- Responsible for being special education representative in all ARD meetings as needed.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Attend all education workshops assigned by school administration and disseminate information to appropriate staff.
- Act as special education liaison as needed with contract agencies.
- Monitor student performance and prepare required reports.
- Perform other duties as assigned.

Evaluation

The evaluation will be based on the positive outcome and achievement of all students.

By my signature, I acknowledge the contents of this job description and understand the criteria for future work performance appraisals.

Employee Signature

Date

Supervisor Signature

Date

Revision 03/22/2018