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 competed 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
  o Coordinated Early Intervening Services (CEIS)
  o 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