



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Special Education Manager	Department: Special Services
Immediate Supervisor's Position Title: Director of Special Education	FLSA Status: Exempt
Job Summary: Under the direction of the Director of Special Education, the Special Education Manager provides leadership in the overall administration of district-wide special education programming designed for students with disabilities in accordance with state and federal law.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Special Education Management, Planning, Organization, Development and Due Process
 - a) Works with the Director of Special Education, building principals, and special education employees to ensure that all students assigned a special education program receive due process in accordance with state and federal laws.
 - b) Assists in the evaluation of school district special services programming.
 - c) Attends and supervises special education Individual Educational Plan (IEP) meetings throughout the district as assigned by the Director of Special Education.
 - d) Facilitates IEP meetings when difficult situations arise. Mediates and resolves conflicts as needed. Provides information and support to parents and staff during conciliation and/or mediation process.
 - e) Coordinates efforts with district finance office to report accurate data collection for Minnesota Department of Education.
 - f) Provides consultation to special services' staff, principals, and parents who are working with students demonstrating extraordinary needs including challenging behaviors.
 - g) Facilitates district-wide disability area meetings.
 - h) Assists the Director of Special Education in setting-up and completing the Minnesota Continuous Improvement Process (MNCIMP).
 - i) Prepares and submits required local, state and federal reports and data per program guidelines, requirements or regulations.
- Special Education Personnel Management
 - a) Responsible for hiring, training, evaluating and assigning special education licensed and non-licensed employees as directed by the Director of Special Education.
 - b) Hires, supervises, evaluates, and assigns special education educational assistants district-wide.
 - c) Provides training and professional development opportunities for special education department employees.
 - d) Assists with the facilitation of staff meetings designed to enhance staff sharing, communication, and problem-solving efforts and ensure effectiveness of student programs.
 - e) Trains licensed and non-licensed staff in best practices and procedures of the school district.
 - f) Models personal and professional development through attendance at conferences, workshops, and membership in professional organizations and community involvement.
- Promotes community awareness of learning needs of students with disabilities through outside organizations, agencies and committees including the Waconia Special Education Advisory Committee.

- Plans, coordinates, and supervises all special education extended school year programs including assisting IEP team with eligibility determinations, and hiring extended school year teachers and educational assistants.
- Reviews and updates special education manuals and procedures to ensure adherence to due process.
- Serves at the district resource and information contact for private schools located in the district boundaries.
- Attends MDE Director's Forums, Regional Director, Cooperative Director and Special Education Advisory Council (SEAC) meetings as needed.
- Performs other duties as assigned. Provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of expertise/knowledge. Attends training sessions, conferences, seminars, district and departmental meetings. Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Master's Degree required.
	High school diploma or GED.		
	1 year college		Major field of study or degree emphasis: Special Education, Administration and/or related field.
		2 years college	
	3 years college	4 years college	
	Bachelor's Degree		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Laws, rules, statutes and guidelines related to special education programming, due process and related requirements. • Medical assistance requirements, eligibility requirements and service requirements. • Instructional strategies, concepts, principles, methods, practices and trends dealing with issues of child development, special education and instructional methods. • Resources, service alternatives and options available to children with special needs. • Fundamentals of leadership and employee supervision. • District administrative procedures and policies pertaining to school finance, human resources, purchasing and other administrative programs of the district.
x	Master's Degree		
	Doctorate		

Required Work Experience in Addition to Formal Education/Training: Minimum of five (5) years teaching experience in special education required.	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: MN Director of Special Education administrative license and special education teaching license required.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Communicating clearly and concisely, both orally and in writing. • Presenting complex concepts in an understandable and appropriate manner. • Using judgment and discretion in handling problems and issues in accordance with the policies and procedures of the district. • Prioritizing, organizing, and managing time and activities. • Establishing and maintaining professional and courteous working relationships with staff, colleagues, students, parents, and the community. • Leading, coordinating, monitoring and providing resources to special education staff. • Planning, evaluating and implementing new or existing program changes. • Measuring and assessing techniques used in evaluating the effectiveness of special education and educational programming and educational outcomes. • Monitoring, documenting and maintaining student data and requirements needed for local, state or federal data reporting needs. • Interpreting and applying mandated laws, rules, regulations and guidelines consistent with the intent and purpose of the legislative requirements and district policies and procedures. • Organizing and presenting complex concepts, issues and ideas to the public, staff and member districts in an understandable manner; • Communicating effectively and appropriately with parents, students, staff, administrators, providers, and educational professionals over instructional needs, curriculum, due process, services, concerns or problems of the student and/or district.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	ECSE Teachers	8
2	Occupational Therapists	3
3	School Psychologists	3
4	Deaf and Hard of Hearing Teacher	1
5	Educational Assistants - Transition & ECSE Programs	10
6	Due Process Clerks	2
7	Cued Speech Transliterator/Sign Language Interpreter	1
TOTAL		28

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Special Education Educational Assistants and Elementary Special Education Teachers	Total: 62

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Physical Activities	Amount of Time Spent				Amount of Time Spent				
	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			X		Up to 10 lbs			X	
Walk			X		Up to 25 lbs			X	
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
<p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.</p>	
<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable or stressful conditions involving human interactions.</p>

<p>Classification History:</p> <p>Description created by ISD 110 Human Resources 3/2017.</p>
