

**Carlisle County Schools**  
**Job Description**  
**Director of Special Education/Preschool Director**

An individual serving as a Director of Special Education must hold a valid Kentucky certification for the position. It is the DoSE's responsibility to maintain certification. The DoSE reports to the superintendent.

The job goal is to implement instruction and actions that supports the district's and school's instructional goals and objectives in a manner that results in measurable improvement in student academic achievement.

**PERFORMANCE RESPONSIBILITIES:**

Adheres to the professional Code of Ethics adopted by the Education Professional Standards Board and the Carlisle County Certified Evaluation Plan. Carlisle County Employee Handbook summarizes most legal responsibilities.

Directs and supervises early childhood education, 504 plans, and Special Education.

Supervises and evaluates certified and classified staff for early childhood education, FRYSC, and special education.

Assumes responsibility for reports, grants, budgets, purchasing, tuition billing, Medicaid reimbursement, monitoring, and other reporting related to special education, early childhood and 504 plans.

Assists the principals with effective instructional practices and programming as it relates to IDEA, preschool, 504, RTI, and related programs.

Coordinates the recruitment and employment of personnel in special education and early childhood education.

Supervises the contract of services such as physical therapy.

Maintains special education policy and procedures.

Serves as KTIP principal for special education and preschool certified staff.

Maintains professional growth through conference attendance, professional readings, and Individualized Growth Plan.

Works collaboratively with district personnel, community, other professional organizations and other stakeholders for the purpose of improving student achievement.

Keeps superintendent, chief academic officer, and school board informed of program activities, progress and challenges.

Takes all necessary and reasonable precautions to ensure the safety of students and staff. Maintains reasonable care and security of school equipment and materials.

Supports the district and school improvement plans and assists in developing those plans as requested. Assists in enforcing school rules, administrative regulations, and Board policies.

Demonstrates effective interpersonal and communication skills, with students, parents, and staff. Demonstrates regular attendance and punctuality.

Performs other duties consistent with the position as may be requested by the Superintendent.