

Core Educational Cooperative

Job Description and Requirements

Director

Job Title: **CORE Director**

Requirements:

A. Educational Level:

Master's Degree or higher.

B. Experience Level

A minimum of (3) years' experience in special education, or a minimum of (3) years of successful school experience as a school administrator.

C. Other Requirements.

Excellent oral and written communication skills. Demonstration skills in human relations, leadership, and conflict management. Demonstrates ability to work effectively with community groups, parents, agencies, Cooperative School Board Members, and Superintendents. Demonstrates competency with computers and use of word processing, spread sheets, and data entry.

Reports To:

The CORE Advisory Board and Governing Board.

Essential Functions and Duties:

- 1)** Provides leadership in the development of appropriate special education programs for all Cooperative school districts.
- 2)** Supervises and provides guidance to Cooperative staff to ensure clear understanding of roles and responsibilities.
- 3)** Works collaboratively with teachers, parents, administrators, and community members in implementing special education services.
- 4)** Facilitates the inclusion of special education children in the general education curricular and co-curricular activities to the fullest extent possible.
- 5)** Communicates with parents and school staff regarding appropriate special education services.
- 6)** Maintains personal and professional skills necessary for providing leadership in the implementation of special education services.
- 7)** Develops policies and procedures for the Governing Board and the Advisory Board of Superintendents.
- 8)** Collects and maintains special education data for accountability.
- 9)** Develops and maintains the Cooperative's policies and procedures manual.
- 10)** Monitors area of responsibility for compliance with state and federal regulations.
- 11)** Assists in recruitment, selection, assignment and supervision of Cooperative staff.
- 12)** Assesses staff training needs and plans appropriately for in-service activities.
- 13)** Provides support and technical assistance to staff regarding special education.
- 14)** Collaborates with special education teachers and staff in the development of curriculum and instructional modifications.
- 15)** Assures the development of special education programs that provide a full continuum of services.

- 16)** Assists school districts with inter-agency service agreements to implement student IEP's.
- 17)** Assists Cooperative staff in developing and implementing methods for evaluating the effectiveness of the services being provided.
- 18)** Creates an attitude among special educators that student success is the primary goal of special education.
- 19)** Establishes a climate that promotes the orderly management of staff while maintaining the dignity and positive self-concept of each individual.
- 20)** Adheres to the direction of the Board and responds appropriately to administrative supervision.
- 21)** Utilizes available resource and generates collaborative educational efforts with school districts and service agencies.
- 22)** Participates as a member of professional organizations to enhance special education services for children.
- 23)** Performs other duties as assigned by the Governing Board or the Advisory Board of Superintendents.
- 24)** Understands and practices confidentiality with regard to the requirements set forth in the Family Educational Rights and Privacy Act (FERPA) and in professional practice.
- 25)** Prepare and distribute the agenda for both Governing Board and Advisory Board meetings.
- 26)** Attend all Governing and Advisory Board meetings.
- 27)** Maintains oversight on all fiscal matters within the Cooperative.
- 28)** Evaluates all staff within the Cooperative.

I have read and understand the above Director's job description and can fulfill the essential functions as listed.

Signature Required

Date:

Print Name: