

**DIRECTOR OF SPECIAL SERVICES
DUTIES**

The same qualities of knowledge and leadership are essential for the development of the special education program as those needed in the general education program. The actual role of the Special Services Director will be dictated by the local situation and will vary as the program expands.

The Special Services Director must hold a standard teaching certificate with training in administration and special education and/or be competent in the area of guidance and individual testing. The director must be constantly aware of the changing needs of the school and set long range goals.

Office space will be provided for the efficient maintenance of necessary records and adequate for holding parent conferences.

The duties of the Special Services Director are:

1. Assume responsibility for general supervision of the entire elementary/secondary special education program and maintain confidentiality on student records and see that records are signed for in the event of a student evaluation.
2. Determine the extent of the need for special classes.
3. Be responsible for implementing a public relations program for the special services.
4. Assume responsibility for obtaining necessary evaluation before placement is made.
5. Be responsible for interpreting evaluations to parents and teachers explaining the programs available for the child with specific handicaps.
6. Work with counselors, teachers, parents, principals, and other specialists in the placement of students.
7. Be responsible for informing school personnel of the various areas of special services and for explaining to them the works of each one.
8. Visit special classes and the regular classes that are cooperating in the special services program and set up a cooperating relationship with the teachers and also with the counselor if this seems advisable.
9. Be responsible for acquiring and disseminating materials and information to all personnel working with special services students.
10. Be responsible for reports requested by the State Department of Education.
11. Develop compliance for Perry Schools with Public Law 94-142 in developing eligibility in the Education of All Handicapped Children Act, 1975.