

Winnebago County Special Education Cooperative (WCSEC) Director of Special Education Job Description

TITLE: Director of the Winnebago County Special Education Cooperative

FLSA Class: Exempt

QUALIFICATIONS:

- Certified as per Illinois State Board of Education requirements
- Master's Degree with Special Education Director Endorsement
- At least 5 years administrative experience
- Excellent interpersonal, communication, organizational and time management skills

ESSENTIAL JOB FUNCTIONS – May include, but are not limited to, the following:

- 1) Serves as the Chief Administrative Officer of the Winnebago County Special Education Cooperative Joint Agreement under direct supervision of the Executive Board.
- 2) Develops, administers, coordinates and supervises Special Education Programs of the Winnebago County Special Education Cooperative to assure regulatory compliance with local, state and federal rules and regulations that govern the operation of special education programs and services.
- 3) Provides leadership and direction for cost-effective and improved special education services for students with special needs in the least restrictive environment.
- 4) Develops, implements and administers policies and procedures designed to maintain the highest level programmatic integrity and compliance.
- 5) Develops and implements public information and child identification programs.
- 6) Serves as the representative of the Winnebago County Special Education Cooperative Joint Agreement to the Illinois State Board of Education and other organizations and meetings as deemed appropriate.
- 7) Develops a strategic plan incorporating action plans and implementing goals for supporting the mission and vision of Winnebago County Special Education Cooperative.
- 8) Demonstrates effective communication through excellent written and oral skills using a variety of communication modes with staff and special education supervisory staff of the Cooperative districts.
- 9) Directs, implements and coordinates IDEA grants/subgrants.
- 10) Directs/assists administrators and COOP employees in problem solving.
- 11) Provides direction for improvement of technical skills of staff by encouraging and supporting targeted professional development.
- 12) Implements principles of human resource management in directing and supervising the activities of staff.
- 13) Actively participates in professional growth and development activities which support individual as

well as organizational vision, mission, and goals.

14) Administers, supervises and coordinates all business related functions of the Joint Agreement, including but not limited to, the following:

- a. Prepares and files applications and reports for programs, projects, services, and claims for reimbursement for governmental services.
- b. Oversees records management of Illinois State Board of Education regulations and compliance guidelines, relating to special education.
- c. Develops and maintains cost accounting procedures to assure compliance with the Illinois State Board of Education Cost Accounting System
- d. Executes the formula for billing the pro rata share for each Member District's proportionate share of the Joint Agreement's operating costs for approval of the Executive Board.
- e. Develops and maintains all payroll and benefit policies and procedures.
- f. Prepares and submits all budgets and budget amendments to the Executive Board for recommendation.

15) Recommends the employment of all personnel.

16) Assigns duties and responsibilities to all Winnebago County Special Education Cooperative staff.

17) Supervises and evaluates or causes to be evaluated all staff of the Winnebago County Special Education Cooperative.

18) Implements and supervises all other related activities as assigned by the Executive Board of the Winnebago County Special Education Cooperative Joint Agreement

19) Annually conducts a needs assessment of WCSEC and district staff related to the WCSEC services and professional development needs.

20) Establishes a professional development calendar and offerings in conjunction with the WCSEC districts.

21) Directs and oversees the process for Medicaid reporting and revenue.

22) Provides training to WCSEC and district staff in regard to grant processes and accountability, Medicaid tracking and reporting, and other systems as they relate to the functions of the WCSEC.

23) Coordinate with Superintendent of the district named the administrative agent for the WCSEC regarding all business items needing approval.

24) Oversee complaints and due process hearings related to pupil services and special education.

Employees in this position must be able to (a) sit for extended periods of time, (b) type/enter data into computer, (c) stand, walk, bend over, reach, push/pull up to 10 lbs., and lift/carry up to 25 lbs (d) acquire and maintain physical restraint certification and perform in program classes as necessary.

EXPECTATIONS:

Maintains a high level of ethical behavior and confidentiality of information about students and staff

Communicates effectively with staff, parents and students

Displays fairness, patience, self-control, and impartiality

Demonstrates the ability to work effectively with others

Engages in professional development activities

Performs and completes duties within legally mandated timelines

Adheres to designated work schedule

Follows policies and procedures of Winnebago County Special Education Cooperative Cooperative

EVALUATION: Reports and is evaluated by the WCSEC Executive Board