



**POSITION DESCRIPTION**

<b>JOB TITLE: Director, Specialized Services</b> Job Class: 0116	
<b>DATE</b>	Office of the Chief Academic Officer  Specialized Services
<b>BARGAINING UNIT:</b> ASC - Cabinet	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Ensures success for all students with disabilities in a diverse, urban environment by developing, implementing, evaluating and monitoring rigorous programs and support services through collaboration and cross-functional teams. Maintains compliance with federal, state and local laws, rules and policies (Individuals with Disabilities Education Act). Builds positive relationships with staff, parents, external agencies, organizations and all stakeholders to facilitate high quality services for all children.</p>	

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Directs and oversees the Milwaukee Public Schools (MPS) Department of Specialized Services, to include psychology, social work, speech pathologists, allied health services and special education supervisors to ensure compliance with all laws and regulations, including IDEA and Section 504, ADA and other applicable legislation.
2. Collaborates with department management to assist principals and district staff in identifying research-based strategies to improve performance of exceptional students resulting in Adequate Yearly Progress (AYP) for students.
3. Establishes policies and procedures for identification, placement and provision of services to students with a broad range of disabilities.
4. Collaborates with curriculum staff to assist in analyzing data relating to continuous improvement of student discipline.
5. Collaborates with regular education staff to ensure special needs are represented in curriculum development and material and textbook selection.
6. Recommends, develops and coordinates professional development opportunities for Special Education management and staff to maintain currency for the department on regulations and methods of implementation.
7. Develops and maintains working relationships with community organizations and agencies.

8. Develops statistical and narrative reports for use by the central office staff and for presentations to the School Board.
9. Develops annual budget and allocates resources to maximize effective delivery of services to students. Develops proposals and assists with grants to obtain additional funding for initiatives and oversees the Medicaid reimbursement program.
10. Sets the strategic direction for special education staff to ensure cross-functional work to realize the goals and district initiatives. Sets long and short-term plans and activities and provides leadership in the goal setting process.
11. Manages personnel, to include work allocation, training, and problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Administrative direction provided by the Chief Academic Officer.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Total responsibility for all levels of staff assigned to the special education department

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

Position requires a master's degree in special education and appropriate licensing from the Wisconsin Department of Public Instruction (#80 or 81).

**Experience Requirements**

Position requires at least 5 years of successful, tenured teaching experience in special education and at least five years of previous administrative experience, preferably in a large, urban school district.

**Knowledge, Skills, and Abilities**

Effective oral and written communication skills, analytical and presentation skills are essential. Must have extensive knowledge of regulatory and statutory requirements of Special Education, including section 504, ADA and IDEA. Incumbent must be able to foster a cooperative work environment in order to effectuate successful implementation of goals. The ability to conduct complex research using tremendous amounts of data and to compose and edit written documentation is required. Must be able to work with diverse groups to achieve results favorable for Milwaukee Public Schools. Proven ability to work under pressure and to coordinate with all levels of District management. Excellent collaborative skills and the ability to engage in cross functional planning is required. Effective PC skills and the ability to use databases is required. Experience managing employees and budgets is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Some local travel is required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**