



Taos Municipal School District

310 Camino De La Placita, Taos, NM 87571 | 757-758-5200

JOB TITLE: Director of Exceptional Programs

CLASSIFICATION: Certified-Administrative

REPORTS TO: Superintendent or Designee

LOCATION: District

BARGAINING UNIT: N/A (229 working days,
7.5 hours per day)

FLSA STATUS: Exempt

POSITION SUMMARY:

The Director of Exceptional Programs is responsible for the organization, administration, and supervision of the Special Education Programs division of the district within the policies of the Board of Education, federal requirements and NMPED regulations. Participates in special projects as requested by the Superintendent.

SUPERVISION:

The Director of Exceptional Programs works with a high level of independence and professional discretion under the general supervision of the Superintendent and/or Superintendent Designee, who is responsible for carrying out the guidance and direction of the School Board of Directors. The Director of Exceptional Programs directly supervises staff of the Special Education Department. The Director of Exceptional Programs work is governed, controlled, and evaluated by acceptable professional practice, school and district policies and regulations, provisions of Taos Municipal Schools district policies and procedures, direction of the supervisor, and performance standards and expectations as set forth by the collective bargaining agreement.

MINIMUM QUALIFICATIONS:

- Master's degree in educational leadership or related field with at least 6 years of experience in school administration with at least 1 year experience as Special Education Director in an approved Special Education program preferred.
- New Mexico Administrative Certification and a Valid Teaching Certificate issued by the Public Education Department of the State of New Mexico.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to establish and maintain effective working relationships with students, staff, and the school community.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to apply knowledge of current research theory to instructional programs.
- Ability to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.



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- Ability to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

DUTIES AND RESPONSIBILITIES

- Oversees all services for children with special needs
- Oversees and facilitates procedures and development for referrals to Special Education
- Recruits and facilitates contract personnel to provide Special Education services
- Facilitates necessary request for proposals/services and negotiates contracted services for related consultation services to meet Special Education needs
- Organizes procedures for data gathering to address District, State or National requests for reporting
- Facilitates development of Individual with Disability Education Act (IDEA) application for federal funding
- Oversees IDEA-B, Entitlement and Pre-School budget by complying with all Fiscal/State Procurement
- Attends state meetings to represent district in gathering information on State Standards, Federal Regulations and pertinent information related to Special Education services
- Facilitates district in service training related to Special Education for staff, parents and students
- Attends Individual Education Plan (IEP) meetings as requested by parents, staff, students, as appropriate or needed
- Negotiates and monitors inter-agency agreements with specified local and state agencies
- Supervises purchase of equipment, supplies and materials for programs/services related to Special Education
- Acts as liaison for school district to local and state agencies in matters pertaining to Special Education
- Consults with parents and families of students who are enrolled in Special Education
- Collaborates with all other administrators and program managers in matters related to students with special needs
- Assists in the adaptation of school policies to include Special Education needs
- Attends events held which involve or recognize students with special needs throughout the district
- Works directly with the High School Principal Monitoring Chrysalis Alternative School
- Participates in Medicaid in the schools billing
- Complies with yearly financial and regulatory audits
- Performs miscellaneous job-related duties as assigned by the Superintendent.



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PHYSICAL AND ENVIRONMENTAL REQUIREMENTS OF THE POSITION:

- The physical demand and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear, and speak. Employees may be required to perform extensive work at a computer terminal.
- The employee may occasionally lift and/or move 25-50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding the position and additional duties may be assigned.