

## **JOB DESCRIPTION SITE DIRECTOR**

### **SUMMARY DESCRIPTION:**

**The Site Director is responsible for the CDS Agency's compliance with the Individuals with Disabilities Educational Improvement Act (IDEA) of 2004 and other federal and state regulations. The individual ensures compliance through coordination and supervision of program components and personnel relative to Part C (Birth to 2) and Part C, Section 619 (ages 3-5).**

**REPRESENTATIVE TASKS include, but are not limited to:**

### **Leadership and Supervision:**

- Ensures ongoing compliance with the Individuals with Disabilities Education Act (IDEA) of 2004; Maine Unified Special Education Regulations, Chapter 101; and other federal and state laws and regulations. Develops and oversees corrective action plans when required as a result of State IEIU monitoring process.
- Ensures that local and State IEU policies and procedures are communicated, applied and enforced. Ensures development of any required local policies.
- Promotes the establishment of effective rapport / relationships with site stakeholders (parents, primary caregivers, providers, public school districts and community agencies.)
- Establishes and maintains effective employee relations.
- Ensures ongoing and effective staff development by overseeing providing, and/or coordinating training for direct hire employees.
- Ensures that new employees receive orientation to CDS benefits, policies and procedures for site personnel.
- Ensures that work is performed in an adequate, healthy and safe environment.
- Evaluates existing programs.
- Provides leadership in establishing new programs when needs are identified.

### **Client Related Responsibilities:**

- Provides assistance to professional staff whose responsibilities are to educate children with disabilities.
- Ensures implementation of policies and programs essential to the needs of children with disabilities.
- Supervises the delivery of appropriate educational programs and services for children with disabilities.
- Assures that transportation arrangements for children with disabilities to access FAPE (Free and Appropriate Education) services are in place for all children who require them.
- Ensures that all required data for the site are entered into the Case E system.
- Ensures that all data are accurate and representative of the site's activities.

### **Human Resources Responsibilities:**

- Participates and assists in the recruitment, selection and recommendation for hiring of professional staff.
- Ensures the supervision, evaluation, and direction of professional and support staff.
- Ensures that employee payroll time entry, attendance, and PTO records are appropriately tracked and reported on appropriate timesheets.
- Ensures that employees who terminate their employment with the CDS agency return all keys, equipment, files both electronic and paper, and any other job related materials.
- Applies Federal, State, and CDS Policies and Procedures to site processes and activities.

### **Fiscal Responsibilities:**

- Prepares and administers an annual operating budget.
- Supports state IEU fiscal department regarding financial records, audit information, and vendor invoice research.

### **Successful candidates will exhibit the:**

- Ability to communicate effectively with a variety of people.
- Ability to maintain composure in stressful situations.
- Ability to keep informed of new trends and developments in the field of Early Intervention (0-2) and Special Education (3-5) as well as all legal requirements that govern Early Intervention (0-2) and Special Education (3-5) and communicate these to the professional staff.
- Ability to organize or provide staff development on general and IDEA related topics identified as needed for members of the professional staff.
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- Ability to take responsibility for own professional growth and development.
- Ability to work with a board of directors.

### **QUALIFICATIONS:**

- Masters Degree in Special Education, 2 years experience in Early Childhood special education, 2 years experience in Early Childhood administration, or;
- Masters Degree in Early Childhood, Child Development or related field, 5 years experience in special education, 2 years experience in administration.
- Special Education Certification 030 preferred, or at least one of the following: 079, 078, 093, 282, 286, 291, 292, and 293.

- Successful background, criminal records, fingerprinting and reference check.