

# Shoals Community School Corporation

Dr. Candace Roush  
Superintendent

Lisa C. Elliott  
Treasurer

Amanda Heckard  
Corporation Secretary  
Deputy Treasurer

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<http://shoals.k12.in.us>

Drexel Turpin  
President

Eva George  
Vice President

Jenell Hoffman  
Secretary

Samantha Boyd  
Member

Jerry Braun  
Member

Mitchell Community Schools, Shoals Community School Corporation, & Orleans Community  
Schools Director of Special Education

Salary and wage benefits will be split between the three corporations.

## Job Requirements

1. Director of Exceptional Needs Licensure
2. Previous administrative experience in special education

## Job Description

1. Completes Federal Part B Grants and monitors Part B compliance indicators.
2. Maintains special education database and assists with state reporting of special education data.
3. Ensures and monitors confidentiality and compliance with mandated Federal and State laws and regulation for special education.
4. Provides legal information and IDOE special education updates to Superintendents, Administrators and special education staff.
5. Assists with Due Process Hearings, mediation requests, and complaints.
6. Chairs manifestation determination conferences.
7. Provides professional development and training to special education staff (including CPI training).
8. Recruits, supervises, and evaluates special education staff.
9. Oversees the development of compliant IEPs.
10. Oversees the development and review of Section 504 plans.
11. Reviews special education service delivery models and curriculum for special education students.
12. Assists with MTSS, early intervention practices, and progress monitoring.
13. Oversees ISPROUT assessment and assist with training and data management.
14. Monitors evaluation timelines.
15. Completes excess cost applications, as needed.

Apply To:

Candace Roush  
11741 Ironton Road  
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Phone: 812-247-2060  
Email: roushc@shoals.k12.in.us

Date:

Until Filled