

**HOUSTON R-I SCHOOL DISTRICT
JOB DESCRIPTION**

Date Adopted November 11, 2025

TITLE: Exceptional Child Cooperative Director

POSITION PURPOSE: The Director of the Exceptional Child Cooperative serves as the executive leader of a multi-district cooperative dedicated to providing high-quality special education services to participating area school districts. This individual is responsible for the overall administration, coordination, and supervision of the Cooperative's programs and services. The Director ensures compliance with federal and state special education laws, provides leadership in the development and implementation of innovative programs, manages staff and budgets, and works collaboratively with district leaders to meet the diverse needs of students with exceptionalities.

FLSA CLASSIFICATION: Exempt, Full-Time

REPORTS TO: Exceptional Child Cooperative Board of Directors and the Superintendent of the fiscal agent school district.

EVALUATION: Performance of this position will be evaluated in accordance with the provisions of Board policy GCN: Evaluation of Professional Staff.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skills, and abilities required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

EDUCATION AND/OR EXPERIENCE:

- Master's Degree in Special Education, Educational Leadership, or related field.
- Valid Missouri certification as a Director of Special Education.
- Minimum of 5 years' experience in special education, including leadership or administrative roles.

QUALIFICATIONS:

- Demonstrated knowledge of federal and state special education laws.
- Experience managing special education budgets, services, and personnel across multiple sites or districts.

ESSENTIAL FUNCTIONS:

- **Embrace and work continually in support of the district mission of “Expecting Excellence... Learning for All.”**

Leadership and Administration

- Provide visionary leadership in planning, developing, and implementing special education programs and services across the participating school districts.
- Serve as the chief administrative officer of the Cooperative, overseeing day-to-day operations and long-term strategic planning.
- Hire, supervise, evaluate, and support all Cooperative staff
- Foster a collaborative, inclusive, and high-performance work culture that promotes professional growth and high standards of service.

Program Oversight

- Oversee and support all Cooperative-provided services, including:
 - Diagnostic Services
 - Early Childhood Special Education (ECSE)
 - Speech Language Pathology
 - Occupational Therapy
 - Adaptive Physical Education
 - Contracted ECSE Physical Therapy
 - Bid Services: K-12 Physical Therapy and ECSE Behavior Services
 - Paraprofessional Training
 - Crisis Response Training
 - Professional Development
 - Sped Track (web-based IEP software)
- Monitor the effectiveness of programs and recommend modifications based on data, research, and feedback.

Compliance and Accountability

- Ensure compliance with all federal, state, and local regulations on special education and related services.
- Oversee IEP development processes through Sped Track and ensure consistency and legal compliance.

Financial Management

- Prepare and manage the Cooperative's annual budget, including securing and monitoring grants and funding streams.
- Ensure transparent fiscal practices, responsible resource allocation, and compliance with audit requirements.
- Prepare reports and financial statements for the Cooperative Board and member districts.

Collaboration and Communication

- Serve as a liaison between the Cooperative and participating districts, state education agencies, and community stakeholders.
- Attend local, regional, and state meetings on behalf of the Cooperative; advocate for the needs of member districts and students with disabilities.
- Maintain open and effective communication with district superintendents, special education directors, and other education leaders.
- Communicates progress on expected performance with stakeholders.

Professional Development and Training

- Coordinate and facilitate professional development for special education staff, paraprofessionals, and general education staff within member districts.
- Coordinate and facilitate crisis response training to staff within member districts.
- Lead or support the delivery of training in compliance, instructional strategies, behavior management, and other key areas.

Professionalism

- Maintain a high level of ethical behavior and confidentiality of sensitive and confidential information.
- Work independently, prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
- Other duties as assigned or as needed.

KEY SKILLS/CHARACTERISTICS:

- Strategic thinker with strong organizational and problem-solving skills.
- Effective communicator with excellent interpersonal, presentation, and written communication skills.
- Collaborative leadership style with the ability to build relationships and consensus.
- Proficient in the use of special education data systems (e.g., Sped Track or comparable platforms).
- Knowledge of billing and reimbursement practices in educational settings.
- Competent professional who can perform multiple tasks simultaneously and work independently.
- Data-driven decision-maker with the ability to generate, analyze, interpret, and present data.
- Demonstration of quality character traits, including commitment, dependability, integrity, and fairness.

- Ability to maintain appropriate confidentiality.
- Ability to perform duties with awareness of all state, district, and legal requirements.

TERMS OF EMPLOYMENT: Eleven-month employee. Salary commensurate with experience and qualifications. Benefits for a full-time employee, as established or provided by the fiscal agent board of education.

This document describes the general purpose and responsibilities assigned to the position listed under "TITLE" and is not an exhaustive list of all responsibilities and duties that may be assigned or required.

I have read and understand all sections listed in this job description.

Signature

Date