

## Frequently Used Web Links:

- [Individuals With Disabilities Act 2004 \(IDEA\)](#)
- [Comments and Analysis of the IDEA](#)
- [Arizona Administrative Code \(AAC\)](#)
- [Arizona Revised Statutes \(ARS\) - Title 15. Education](#)
- [Data Management](#) (Dates and Deadlines)
- [School Finance](#)
- [ADE Connect](#) (Grants Management & Funding)
- [AZ FIND](#)
- [Special Education Process](#)
- [Program Support & Monitoring](#)
- [Guide Steps](#)
- [Exceptional Students Services Home Page](#)
- [Dispute Resolution Home Page](#)
- [Alternate Assessment Home Page](#)
- [Frequently Asked Special Education Questions](#)
- [AZ CASE - Council of Administrators of Special Education](#)
- [SEAA - Special Education Administrators of Arizona](#)

Please visit the **ADE Exceptional Student Services** webpage to access the web links above.

[www.azed.gov/special-education](http://www.azed.gov/special-education)

## SELECT Courses:

**SELECT** courses are available online for special education teachers, general education teachers, administrators, and paraprofessionals to meet re-certification requirements or to provide professional growth for anyone working with students with disabilities. Newly developed courses, specifically designed for new special education directors, are now available, beginning in the spring of 2014. Classes can be taken for university credit or free for professional development hours.

## Helpful Hints:

- Get to know your staff
- Develop relationships within your community
- Utilize Raising Special Kids resources
- Partnership with ADE

ADE in collaboration with AZ CASE offers a mentoring program for new special education directors.

[Mentee/Mentor Program](#)

## Calendar of Events:

[Exceptional Student Services](#)

[ADE Calendar of Events](#)

[AZ CASE Calendar](#)



# ADE Resources for Special Education Directors



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## General Description of the Special Education Director Position:

The special education director of the district or charter school provides visionary leadership for the school program for children with disabilities in early intervention programs through high school. The director is responsible for the school's compliance with the Individuals with Disabilities Education Act (IDEA).

### Essential Functions: The following functions will vary according to the needs of your district or charter school.

- Leads, directs, and manages all special education programs and services to meet the needs of children, their families, and their schools.
- Promotes the use of evidence-based instructional practices in the delivery of services to students.
- Collaborates with the human resources department to develop job descriptions and recruits, selects, supervises, and evaluates department personnel.
- Administers labor contracts within the department.



- Recommends appropriate service and staffing levels; monitors and evaluates efficiency and effectiveness of service delivery models and makes modifications as needed.
- Directs the development of special education program budgets; organizes resources within the department to accomplish the district's mission and provide for the most effective and efficient delivery of special education services; assumes responsibility for the protection of departmental assets.
- Represents the department's services, needs, and interests to the superintendent and other department directors.
- Plans strategically, gathers information, and analyzes ongoing and future directions for special education services.
- Establishes working conditions which promote effective performance and a positive, productive work environment.
- Coordinates the department's administrative leadership team and supervises its members.
- Manages the development and implementation of contracts with other LEAs and agencies for which special education services are provided, as well as contracts with personnel who provide special services.
- Ensures legal and regulatory compliance for all special education programs, services, and activities.
- Guides the use of professional development resources to the accomplishment of department personnel goals.
- Directs the preparation and submission of reports.

## Special Education Reporting:



### Federal SPED Census

Find materials related to the October 1 Federal Child Count, including instructions for each phase of the census process, frequently asked questions, and SPED07 report information. This page will be useful to public education agency (PEA) personnel responsible for submitting census data.

### Annual SPED Data Collection

The Annual SPED Data Collection is an annual federal data reporting requirement, mandated under IDEA 2004 Section 618 and the State Performance Plan/Annual Performance Report (SPP/APR).

### Other areas of interest include the following:

#### Graduation Requirements

#### AZ Promising Practices

#### AZ-TAS Documents