

SPECIAL EDUCATION DIRECTOR'S CONTRACT OF EMPLOYMENT

This contract (hereafter "this Contract") alters the basic teacher contract for the employment of Erin Rood as the Director of Special Education by the Board of School Trustees of the Sheridan School Corporation by consent of the parties in the manner permitted by Indiana Code 20-6.1-4-18. This contract is an addendum to Mrs. Rood's regular teacher's contract.

1. Parties to this Contract and Definition of Terms:

The parties to this Contract are the:
"Director" meaning Erin Rood and the "Board" meaning the Board of School Trustees acting as the governing body of the Sheridan School Corporation.

The term "school year" as used in this Contract means a period beginning on July 1 of one calendar year and concluding on June 30 of the following calendar year.

The term, Master Agreement, as used in the Contract means the contract between the Board and the Sheridan Classroom Teachers negotiated pursuant to Indiana Code 20-29-1-1 et seq.

2. Employment of Director of Special Education and Term of Employment:

The Board employs the Director and the Director agrees to be employed by the Board as the Director of Special Education of Sheridan Schools for a period beginning on July 1, 2016 and concluding on June 30, 2017 subject to the terms of this Contract.

The parties agree that the Director shall provide services on 220 days during each school year. The 220 days includes paid days for conferences, workshops and seminars.

The Board agrees to review the Director's performance at least once a school year as defined above, and at any other time the Board may desire.

3. Duties of the Director:

The duties of the Director shall include, but not be limited to,

Qualifications:

- Education: Masters' Degree or higher.
- Valid Indiana Director of Exceptional Needs licensure.
- Minimum of three years' classroom teaching experience.
- Initial contract-2 years.
- Skills and knowledge: Possesses leadership qualities, aspires to improve as a

professional educator; has a sense of humor; works effectively with others; budgets time effectively; has ability to communicate well, both verbally and written; has good judgment and ability to function under stress and pressure; has good broad knowledge of the special education programs; has ability to delegate and organize; has ability to listen; and is a student advocate.

Reports To: Superintendent

Supervises: All certified and non-certified personnel assigned to special education.

Job Goal: To provide leadership, administration, and supervision of the school district's special education program and services and the daily operational functions of Sheridan Community Schools special education department.

Essential Tasks: (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Establish and communicate a division-wide philosophy of least restrictive environment for serving special needs students.
- Guide the development and implementation of long-range and short-range plans for achieving special education goals and objectives in alignment with the school district's strategic plan.
- Direct special education services for all students with disabilities and ensure that students have access to the school district's core curriculum.
- Monitor the development and implementation of all aspects of the special education program process.
- Collaborate with the principals and assistant principals to coordinate services provided through the special education department.
- Oversee the Extended School Year (ESY) program.
- Assume responsibility for Child Find activities including the coordination of all schools' referral activities and preschool screenings.
- Collaborate with school-based administrators and central office administrators regarding the discipline of students with disabilities.
- Interview and hire staff members for Sheridan Community Schools; supervise and evaluate all daily activities of staff members' relative to assigned tasks; reassign operational responsibilities of staff members as necessary to provide opportunities for cross-training and growth.
- Facilitate and/or participate in all matters of dispute resolution with the Indiana Department of Education and the Office for Civil Rights pertaining to students with disabilities; manage mediation and due process procedures.
- Provide accurate and timely data to the Indiana Department of Education's State Performance Plan for evaluating outcomes for students with disabilities.

- Develop, monitor, supervise and manage all aspects of the annual budgets for special education; coordinate budget requests with individual schools relative to instructional programs.
- Coordinate the implementation of federal and state grant applications and manage appropriate IDEA grants.
- Oversee and direct the allocation of special education staff to schools in accordance with state and local standards and student needs.
- Review federal and state legislation/regulations related to special education; identify and share the impact of changes on the school district.
- Monitor compliance with School Board Policies and Regulations and work with the superintendent to develop required policy changes.
- Maintain open lines of communication regarding special education with all interested parties; respond to concerns of parents, teachers, building and central office administrators, and community members.
- Maintain accurate database and files of former and current students served in special education.
- Maintain a permanent inventory of equipment available to students with disabilities from HBM and all equipment and materials purchased by the school district for special education.
- Prepare reports and information for the school board and the application for federal funds.
- Conduct ongoing needs assessments, collect and analyze data, use pertinent data to refine and improve Sheridan Community Schools operational functions and services; evaluate special education program initiatives.
- Facilitate research regarding trends and best practices to support appropriate recommendations for student success through rigorous, innovative, and technological programming.
- Advise on the design, furnishings, and equipment for special education classrooms and facilities.
- Plan, implement and facilitate professional development/in-services for school staff assigned the responsibility of delivering and overseeing the special education services/process in their buildings.
- Engage all new staff members in effective induction procedures and facilitate continued professional development through ongoing training opportunities within HBM and the district.
- Plan and implement professional development for Sheridan Community Schools staff; involve staff in continuous improvement through self-evaluation and goal setting.
- Serve as the school district's liaison in all matters concerning special education.
- Maintain communication network with other special education directors within the state.

- Work collaboratively with the Indian Council of Administrators of Special Education (ICASE) to refine and enhance programs and services for students with disabilities.
- Assist Department of Human Resources with screening special education applicants as needed.
- Perform related work as required.

Professional Growth

- The Director shall take an active interest in local, state and national professional organizations to promote professional improvement.

Personnel

- The Director shall assist in the selection, replacement, retention and assignment of the teaching staff within the building.
- The Director will orient newly assigned staff members assisting in their development as appropriate and assigning mentors as required.
- The Director has primary responsibility in assisting with the supervision of all certified and non-certified staff.
- The Director will assist with the supervision of the Title I staff, paraprofessionals, and support staff.

Other

- The Director shall perform such other duties as may be assigned by Administration.
- The Director shall collaborate with the special education cooperative.

4. Salary and Benefits:

Effective January 1, 2017, the Director shall be paid \$56,319.00 for the remainder of the 2016-2017 school year. The salary shall be payable in the same manner as salaries are paid to other Sheridan administrators.

Director shall receive Health insurance, dental, vision, long term disability insurance, and life insurance paid by Sheridan. Health insurance shall be family coverage, including the applicable Sheridan medical, dental and vision coverage. Per the Sheridan policy, the Administrative Assistant shall pay \$1 per year for the benefits. (Health Benefits frozen on 2009-2010 levels - \$22,524.00)

5. Professional Expenses:

Sheridan shall pay Director's reasonable expenses in registration, lodging, meals, and transportation for professional education and development events. These will be reimbursed on a board approved claim form only.

The Principal shall also receive paid membership in ICASE (Council of Administrators of Special Education.)

6. Legal Counsel:

“The Board agrees to provide the Administrator with legal counsel selected and paid for by the Board and to defend and indemnify and hold the Administrator harmless for all claims, demands and judgments arising out of the performance of duties within the Administrator’s scope of employment.”

7. Contract as a Public Record:

The parties further agree that to the extent that this Contract is inconsistent with the Principal basic teacher contract this Contract replaces, the terms of this Contract shall control.

This Contract is executed this January 1, 2017. A copy is placed with the basic teacher contract.

Director of Special Education

BOARD OF SCHOOL
TRUSTEES: SHERIDAN
COMMUNITY SCHOOLS

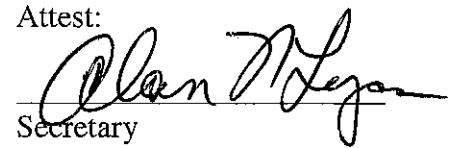
Approved:
Erin Rood



By:
President:

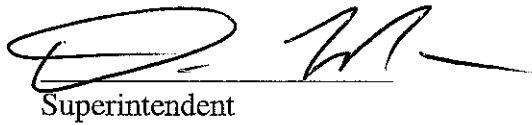


Attest:



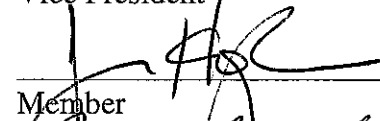
Secretary

Approved:

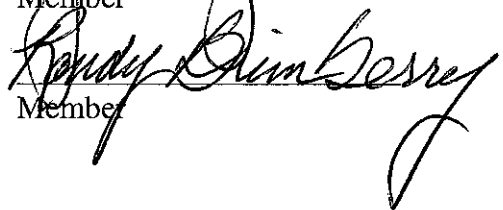


Superintendent

Vice President



Member



Member