

## **Director: Office of Special Education**

### **Job Description**

Reporting to the Secretary of Public Education, the Director is responsible for setting the strategic direction for the Office of Special Education. Other responsibilities include: overseeing administration of the Individuals with Disabilities Education Act ([IDEA](#)); providing financial accountability for all state and federal funding streams within the office; supporting and monitoring staff to ensure school districts and charter schools achieve improved student outcomes through programs within the purview of the Office; and providing support to the Secretary, as requested.

### **Duties of the Office**

In coordination with the Secretary and relevant divisions and bureaus, and in accordance with the Governor's Executive Order, the Director will:

- Develop and annually update a state plan that establishes statewide special education standards and goals to improve outcomes for students with disabilities
- Collect and analyze statewide data on: students with disabilities, effectiveness and provision of special education programs and services, specific disciplinary actions taken against students with disabilities, and school spending of state and federal special education funds
- Report on the status of special education by July 31<sup>st</sup> each year
- Oversee and enforce the state's compliance with the IDEA and any state law pertaining to special education
- Monitor spending of state and federal funds for special education programs
- Develop, review, and propose updates to state special education statute and rule
- Consult and coordinate with other divisions and bureaus within the department, other state agencies, and key education and community stakeholders
- Coordinate with school districts and public post-secondary institutions to develop and provide education, training and professional development
- Provide technical assistance and recommendations to local education agencies
- Promote the recruitment and retention of special education educators
- Take any other actions as directed by the Secretary

### **Special Education Oversight and Administration:**

- Supervise the Office of Special Education staff. Ensure that the special education staff have the professional development, training and support as needed to carry out their work and support staff in removing systemic barriers that impede their progress.
- Advocate for needed personnel and financial resources to ensure that special education staff have the capacity needed to achieve their missions.
- Support staff in securing needed resources to provide technical assistance and capacity building support for schools and school districts participating in programs within the purview of the Office.
- Conduct interim and annual performance evaluations for direct reports.
- Provide coaching and leadership development for special education staff.

### **Preferred Qualifications**

Candidates should possess:

- Ten (10) or more years working in one or more of the following fields:
  - K-12 education, with recent experience in special education administration

- Policy and/or law, preferably in a discipline involving special education, social services, or government policy
- Eight (8) or more years of experience managing staff.
- A Master's Degree or higher in special education, education leadership, the social sciences, public policy, law, or a related field.
- A demonstrated commitment to diversity, equity, inclusion, and student success, as well as working with broadly diverse communities.

**Supplemental Information**

Agency Contact Information: Seana Flanagan, Managing Director, [seana.flanagan@ped.nm.gov](mailto:seana.flanagan@ped.nm.gov)