

Job Description

Title: Assistant Director of Special Education

Reports To: Director of Special Education

Supervises: Assigned staff members

Evaluation: Director of Special Education

Job Summary:

Provides coordination, planning, consultation, and assistance to the special education staff and is responsible for assuring full educational opportunity for all pupils referred to the Individualized Educational Planning Team. Also responsible for coordinating federal, state, and district pupil services programs for early childhood at-risk students.

Qualifications:

Master's degree with appropriate Kansas Administrative licensure.

Performance Responsibilities:

1. Coordinates the assessment of pupils referred to the Individualized Educational Planning Team for special class placement; Establishes procedures for assessment, placement, evaluation, assignment and review of students with regard to the full continuum of pupil support services and programs for at-risk students.
2. Monitors procedural safeguards and coordinates Individualized Educational Planning Team to properly consider special day class placement.
3. Assists in identifying needs, instructional goals, and program placement.
4. Observes, consults with and assists staff; assesses program effectiveness for individual students and provides assistance in monitoring student performance.
5. Participates in staff development throughout the district; works cooperatively with Staff Development Specialist to identify service needs and design programs to meet those needs.
6. Assists in articulation and coordination with other special education programs throughout the region.
7. Consults with building principals on a regular basis regarding program effectiveness and students' needs at each school site.
8. Assists staff and parents in resolving issues concerning areas of responsibility.
9. Interprets policy, procedure and school law to parents and staff, and provides leadership regarding the implementation of student support programs.
10. Monitors related budget allocations for the purpose of ensuring that allocations are accurate, expenses are within budget limits, and fiscal practices are followed.
11. Assumes responsibility for compiling, maintaining, and filing all reports, and other documents legally required or administratively useful.
12. Participates in a variety of meetings (e.g. staff meetings, workshops, leadership team meetings, etc.) for the purpose of conveying and gathering information required to perform functions.
13. Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
14. Researches a variety of topics (e.g. current practices, updated regulations, etc.) for the purpose of remaining informed and updated.

15. Demonstrates effective human relations and communication skills.
16. Complies with all district rules, regulations, and policies.
17. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Physical Requirements/Environmental Conditions:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.