Job Title: Assistant Director of Special Education
Exemption Status/Test: Exempt/Executive* or Administrator in an Educational Establishment
Reports to: Director of Special Education
Date Revised: 2015
Dept. /School: Special Education

Primary Purpose:
Assist in the supervision and management of the district’s special education program. Ensure that services are provided for special needs students and individualized education programs are provided to meet the needs of all students. Warrant compliance with all state, federal, and local requirements.

Qualifications:

Education/Certification:
Master’s Degree
Special Education Certification
Principal/Mid-Management Certification

Special Knowledge/Skills:
Knowledge of federal and state special education law
Knowledge of state and federal compliance reports/indicators such as State Performance Plan (SPP), Residential Facility Monitoring and Performance-Based Monitoring Analysis System (PBMAS)
Understanding of the individual needs of special needs students
Extensive experience with ARD/IEP management systems
Experience with technology and its current and future use with special education programs
Ability to communicate with all levels of special needs students and their parents
Ability to implement policy and procedures
Ability to interpret data
Ability to manage budget and personnel
Strong organizational, communication, and interpersonal skills

Experience:
Three years teaching experience in special education with increasing levels of administrative responsibility in Special Education

Major Responsibilities and Duties:

Instructional and Program Management

1. Assist in the development and delivery of special education curriculum and instructional programs that incorporate district goals and support student achievement. Ensure that curriculum renewal is continuous and responsive to student needs.
2. Ensure the special education referral process is effective and that student assessments and recommendations regarding placement and program management for individual students are completed in a timely manner.
3. Monitor the admission, review, and dismissal (ARD) process districtwide. Ensure that students are placed appropriately and development of individual education plans for students are consistent with district procedures. Ensure that student progress is evaluated on a systematic basis.

4. Obtain and use evaluative findings (including student achievement data) to gauge special education program effectiveness. Recommend changes when warranted. Develop and implement training for campus and special education support staff based on findings and needs assessments.

5. Ensure that the necessary time, resources, materials, and technology to support accomplish educational goals are available. Encourage and support the development of innovative instructional and programs.

6. Assist with transition services for special education student entering and exiting public school programs.

7. Assist in the formulating and implementing contracts for special education students receiving services outside the district.

**Student Management**

8. Demonstrate support for the district’s student management policies and expected student behavior related to special education program.

**Policy, Reports, and Law**

9. Interpret and implement the policies established by federal and state law, State Board of Education rule, and local board policy in area of special education. Recommend sound policies and procedures to improve program.

10. Keep abreast of developments and changes in special education and assist in decisions on staff and student issues regarding compliance and procedural safeguards.

11. Assist in the compilation, maintenance, and filing of all reports, records, and other documents required.

**Budget and Inventory**

12. Assist in the development of the special education budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.

13. Coordinate and interpret Medicaid policies and procedures pertaining to special education students.

14. Maintain a current inventory of supplies and equipment and recommend the replacement and disposal of equipment when necessary.

**Personnel Management**

15. Assist in the preparation, review, and revision of job descriptions in special education department.

16. Assist in the selection, training, supervision, and evaluation of special education staff and assist in making recommendations relative to assignment, retention, discipline, and dismissal.

**Communication and Community Relations**

17. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.

18. Assist Director in serving as district liaison to community agencies providing services to students and notify parents and students of available services.

19. Articulate the district’s mission and goals in the area of special education to the community and solicit its support in realizing the mission.

20. Demonstrate awareness of district-community needs and initiate activities to meet those needs.

21. Use appropriate and effective techniques to encourage community and parent involvement.

**Supervisory Responsibilities**

Supervise, evaluate, and recommend the hiring and firing of special education support staff.*
Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used:  Standard office equipment including personal computer and peripherals
Posture:  Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting
Motion:  Repetitive hand motions, frequent keyboarding and use of mouse
Lifting:  Occasional light lifting and carrying (under 15 pounds)
Environment:  Frequent districtwide travel; occasional statewide travel
Mental Demands:  Work with frequent interruptions; maintain emotional control under stress

*To meet the executive exemption test, the primary duty must be management and the employee must supervise at least two full-time employees.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.