



POSITION TITLE:	Assistant Director of Special Education	FSLA:	Exempt
REPORTS TO:	Executive Director of Special Education	UPDATED :	January, 2019
SALARY/BENEFITS:	Per the Administrator Handbook	SCHEDULE :	12 – month

POSITION SUMMARY

To use leadership, supervisory and administrative skills to provide sound educational programs for students who require special education services.

ESSENTIAL FUNCTIONS

***Note:** These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Other duties may be assigned.*

- Assists with the evaluation of the Special Education curriculum, procedures, and individual students' needs and achievements.
- Supervises and coordinates Special Education classroom programs, including the provision of specially designed instruction.
- Assists with compiling and maintaining reports, records, etc. legally required and useful.
- Implements procedures for referral, evaluation, placement, assignment, and re-appraisal of students with regard to the Special Education services program.
- Chairs assigned IEPC's.
- Keeps accurate records of the progress of referrals and case lists.
- Coordinates Special Education transportation
- Supervises preparation of attendance reports and similar data necessary for reimbursement of funds, collecting of tuition for out-of-district students, and similar fiscal matters as assigned.
- Keeps informed of all legal requirements governing Special Education.
- Assists with the in-service and training of teachers.
- Assists in the adaptation of school policies to include special education needs.
- Attends special events held to recognize student achievement, and school sponsored activities.
- Supervises and coordinates home instruction for students as assigned.
- Monitors IEPC forms and process.
- Shares supervision of Special Education Administrative Assistant.
- Assists with the overall direction, coordination, and evaluation of Special Education service providers.

ADDITIONAL DUTIES

- Performs other related tasks as assigned.

EDUCATION and/or EXPERIENCE

- Master's degree or equivalent.

- Full approval in at least one area of Special Education and successful experience in Special Education.

CERTIFICATES, LICENSES and/or REGISTRATIONS

- Valid Teaching Certificate with Special Education endorsement.
- Candidates with special education supervisor approval or those who are currently working towards approval preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, parent, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as interest, proportions, percentages, and area.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS & ABILITIES

Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others. Must be able to meet demands from several people.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet. The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings, moderate.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

The Livingston Educational Service Agency does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

Inquiries regarding non-discrimination policies should be directed to the Deputy Superintendent, Employee Services Department.