

**MSD WASHINGTON TOWNSHIP**  
**8550 Woodfield Crossing Blvd.**  
**Indianapolis, IN 46240**

**Administration**

**POSITION:** Assistant Director of Special Services  
**LOCATION:** H. Dean Evans Community and Education Center  
**CONTRACT LENGTH:** 222 days  
**COMPENSATION:** Competitive salary and administrative benefits package

The Assistant Director of Special Services is directly responsible to the Director of Special Services. Areas of responsibility shall include:

1. Assisting with the overall coordination of special education services
2. Supervising speech therapy and related services, including physical and occupational therapy
3. Coordinating psychological services for evaluating students who may be in need of special education
4. Assisting with the application for community-supported and/or residential services
5. Promoting specially designed instruction and strategies to meet the unique needs of identified students and improve academic and behavior performance
6. Assisting in the program development and evaluation of special education
7. Proposing, developing, and implementing professional development activities for staff, administration, and parents
8. Assisting in the acquisition of instructional materials and supplies
9. Meeting budgetary guidelines for all special education programs
10. Keeping informed of all legal requirement governing special education
11. Assuming responsibility for remaining current in the field of special education
12. Maintaining open lines of communication with students, parents, administration, staff and community members
13. Working in cooperation with building level administration to monitor services for special education
14. Assisting with interviewing and recommending employment of personnel for special education
15. Participating in case conference meetings at the request of administration
16. Performing other duties as assigned