



SPECIAL EDUCATION ADMINISTRATOR JOB DESCRIPTION

GENERAL INFORMATION

<i>TITLE:</i>	Special Education Administrator
<i>DEPARTMENT:</i>	Administration
<i>LICENSURE:</i>	Valid Professional Educator License (PEL) with appropriate endorsements or as set by state licensure authorities
<i>ENDORSEMENT:</i>	<ol style="list-style-type: none">1. General Administrative2. Master's degree in Special Education, Educational Leadership, or related field
<i>REPORTS TO:</i>	Director of Student Services
<i>SUPERVISES:</i>	<ol style="list-style-type: none">1. Assigned Certified and Non-Certified Special Education Personnel
<i>CONTRACT:</i>	Ten-month year (220 days). Salary range is \$75,000 to \$90,000 based on experience
<i>PRIOR EXPERIENCE:</i>	<ol style="list-style-type: none">1. Minimum 3 years of successful experience in special education or related field2. Successful administrative experience preferred
<i>QUALIFICATIONS:</i>	<ol style="list-style-type: none">1. ISBE Teacher Evaluation Endorsement2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

POSITION GOAL

Provide strategic leadership in the coordination, facilitation, and implementation of continuous quality improvement for special education programs and services in compliance with state and federal regulations. Assist the Director of Student Services to ensure that students with disabilities receive a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment by supporting the delivery of high-quality specialized instruction and services and promoting inclusive and equitable educational practices to maximize student success.

ESSENTIAL DUTIES and RESPONSIBILITIES:

The criteria indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

- **Policy & Compliance Management:** Establish, modify, and direct the implementation of district-wide special education policies while ensuring adherence to federal IDEA and Illinois state regulations.

Special Education Administrator (continued)

- **Program Oversight:** Coordinate and monitor special education services across assigned schools and programs to maintain consistency, high quality, and equitable access for all students.
- **Instructional Leadership:** Provide strategic leadership, mentorship, and support to special education teachers, related service providers, and paraprofessionals to enhance instructional efficacy.
- **Inclusive Advocacy:** Collaborate with district and building-level administrators to champion and promote inclusive practices within general education environments.
- **Stakeholder Liaison:** Act as the primary liaison between the district, families, and external agencies to facilitate seamless service delivery and communication.
- **Dispute Resolution:** Proactively seek to resolve concerns, mediation requests, and due process issues with a focus on compliance and student well-being.
- **Professional Development:** Design and execute high-impact professional development initiatives aligned with district goals and evolving federal and state mandates.
- **Direct Student Intervention:** Support schools by conducting direct observations of students' academic, behavioral, and functional skills to inform specialized programming.
- **Transition Coordination:** Coordinate planning for students with special needs transitioning buildings and programs, including case management of returning outplaced students.
- **Staff Consultation:** Provide evidence-based recommendations and technical assistance to staff regarding progress monitoring tools and data-driven interventions.
- **Administrative Guidance:** Direct building administrators and staff on the implementation of specialized instructional strategies and the legal requirements for "change in placement" to more restrictive settings.
- **IEP Quality Assurance:** Provide oversight and guidance to ensure the development of legally defensible and high-quality Individualized Education Programs (IEPs). Provide guidance and support to building administrators in implementing, monitoring, and evaluating the effectiveness of the IEP with general education teachers, special education teachers and related service personnel.
- **LEA Representation:** Serve as the Local Education Agency (LEA) representative during IEP meetings as required.
- **Testing Collaboration:** Assist testing coordinator and building administration in coordination of testing accommodations for students with disabilities outlined by state requirements.
- **Staff Supervision:** Oversee appointed special education building teams and programs to ensure operational excellence.
- **Strategic Collaboration:** Partner with community agencies and building leadership to ensure a holistic and coordinated approach to student services.
- **Special Projects:** Coordinate specialized task forces and perform additional administrative duties as directed by the Director of Special Education.



Special Education Administrator (continued)

Perform any duties that are within the scope of employment and licensure, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

EVALUATION

Performance of the job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.