



## **ASSISTANT DIRECTOR OF SPECIAL SERVICES JOB DESCRIPTION ANDERSON COMMUNITY SCHOOLS**

### **PERFORMANCE RESPONSIBILITIES:**

- Assists the Directors of Special Services in the overall administration of the special education program.
- Serves as acting director in the absence of the Directors of Special Services.
- Supports the supervision and evaluation of the district's special education program.
- Assists in the development and delivery of in-service training opportunities for staff.
- Coordinates student assistive technology services.
- Serves as the designated liaison to outside agencies regarding the submission and reimbursement of excess cost applications to the Indiana Department of Education.
- Oversees residential placements at local facilities and coordinates related school services (general education, special education, and Section 504).
- Provides support to special education teachers in writing Individualized Education Programs (IEPs) and ensuring Article Seven compliance.
- Reviews progress monitoring data submitted by special education teachers.
- Assists in implementing corrective actions for IEP compliance as directed by the Indiana Department of Education.
- Supports the implementation and oversight of special education services for preschool-aged children, including incoming students, ensuring compliance with Indiana regulations and adherence to early childhood best practices.
- Performs other duties and assumes additional responsibilities as assigned by the Directors of Special Services.

### **PREFERRED CERTIFICATION:**

Preferred candidates hold or are pursuing a valid Indiana Director of Special Education certification and/or an Indiana administrative license (such as a Building Level or District Level Administrator license).