



Title: Assistant Director of Special Education

Qualifications:

1. Illinois Administrative Licensure with endorsement as Director of Special Education
2. Previous, successful experience as a teacher and/or building administrator
3. Ability to communicate effectively, both orally and in writing
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Executive Director of Special Education

Supervises: Staff members as assigned

Position Summary: The Assistant Director of Special Education is primarily responsible for assisting District and building level administration with the development, implementation, facilitation, and monitoring of the District's programs and initiatives that promote and support the education and achievement of students with disabilities.

Key Responsibilities:

1. Works alongside the District's Teaching & Learning Department to coordinate all aspects of Special Education curriculum, assessment, and professional development.
2. Provides oversight of Special Education programs and services of the District and ensures they are administered in accordance with all Federal and State mandates and established Board Policies.
3. Continuously reviews District programming and proposes and executes changes necessary to ensure the needs of students with disabilities are being met.
4. Coordinates and supervises the District's Extended School Year (ESY) services.

Performance Responsibilities:

**Special Education & 504 Programming**

- A. Monitors current procedures for screening, referring, and identifying children with disabilities.
- B. Plans and implements Special Education programs as designated by the Executive Director.
- C. Provides coordination, management, and support for all State and District testing, including but not limited to, Dynamic Learning Maps (DLM), Illinois Assessment of Readiness (IAR), ACCESS, SAT, and Measure of Academic Progress (MAP).
- D. Monitors achievement of students with disabilities on IEP goals, standardized testing, and other indicators of success and assists building administration in the responsibilities associated with building level monitoring.
- E. Determines the need for, assists with selection, implements, monitors and evaluates specially designed curricula.
- F. Determines needs, plans, implements, monitors and evaluates Special Education professional development for all District staff inclusive of Administration, General Education Teachers, Special Education providers, and Special Education support staff.
- G. Assists with the oversight and provides support for the District's Multi-Tiered Systems of Support process, in cooperation with the Offices of Engagement & Social-Emotional Learning, Equity & Engagement, and others in Teaching & Learning.
- H. Works closely with the District's Multilingual Services Department to meet the needs of English Learners with disabilities.
- I. As assigned by the Executive Director, coordinates District initiatives or serves on District Committees (Crisis Response Team, Threat Assessment, Restraint/Time Out, etc.).

- J. Oversees summer writing projects funded by the Special Education Department.
- K. Identifies problem areas in Special Education that adversely affect significant numbers of the school community and directs efforts to resolve unwarranted disparities in the referral and identification of students to Special Education.
- L. Assists with identifying grants and other funding sources to enhance the District's Special Education programs.
- M. Assists with administration and monitoring of State reimbursement programs related to students with disabilities and the Federal Medicaid Reimbursement program.
- N. Consults with the Executive Director regarding District program needs for strategic allocation of resources relating to personnel, contractual services, supplies, materials, etc.
- O. Serves as the Department leader in the absence of the Executive Director.

### **Stakeholder Engagement & Partnership**

- A. Establishes and maintains two-way communication with both internal and external stakeholders.
- B. Actively promotes the breadth of the District's Special Education programs to others.
- C. Maintains visibility with students, staff, parents, and the many diverse segments of the community the District serves.
- D. Shares expertise about legal requirements regarding students with disabilities with others.
- E. Where appropriate, assists with Illinois State Board of Education (ISBE) matters that pertain to programming for students with disabilities, Special Education personnel, rules and regulations, legislation, etc.
- F. Where appropriate, assists with due process hearings pertaining to students with disabilities.
- G. Works with non-public schools on issues pertaining to students with disabilities.
- H. Works with the Transition Planning Committee (Office of Rehabilitation Services) as assigned by the Executive Director.

### **Equity Leadership and Student Success**

- A. Cultivates a commitment among all District staff to enable all students to achieve high standards.
- B. Confronts preconceptions and models open dialogue around race, culture, class and other issues of difference.
- C. Operates with a lens of cultural proficiency, sensitivity, and equity to ensure students' needs are met.
- D. Assesses the distribution of behavioral, emotional, health, and other non-academic supports with a clear racial equity lens, ensuring allocations provide the best resources to equitably and effectively meet the needs of all students, families, and schools.

### **Acting with Integrity, Fairness, and In an Ethical Manner**

- A. Demonstrates accountability for student growth.
- B. Models the attributes of an effective District leader, including demonstrating ethical actions, positive demeanor, collaborative working relationships, and a connection to community agencies that support schools.
- C. Models a positive approach to interacting with all District staff.
- D. Exercises confidentiality and good judgement in all aspects of work.

### **Other Responsibilities**

- A. Assists with the development of, complies with, and monitors budgets relevant to the areas of supervision.
- B. Complies with and ensures others comply with Federal, State, and local laws; regulations of the Illinois State Board of Education; and the District's Board of Education Policies.
- C. Assists with the development of department procedures and makes recommendations regarding District policies and negotiated agreements.
- D. Implements the District's supervision and evaluation program for all designated staff.
- E. Builds relationships with all staff members, promotes a team-oriented environment, and maintains high standards of accountability.
- F. Develops and maintains successful, cooperative relationships with personnel, union leadership, and the general public.
- G. Participates in professional growth opportunities (e.g., attends regional, state, and national professional conferences, reads professional publications, or enrolls in advanced courses).
- H. Performs all other duties necessary to the position and such other duties as may be assigned.

Terms of Employment: Salary, fringe benefits, and work year as established by the Board of Education

Evaluation: Performance will be evaluated annually by the Executive Director of Special Education or designee

FLSA Status: Exempt

Status: Created September 10, 2001  
Last Revised May 7, 2024