

July 17, 2024

East Aurora School District 131 has the following opening(s) for the 2024-2025 school year and will accept applications from candidates who may be interested in the position(s) listed below. Medical, dental, vision, and term life insurance policies are available.

VACANCY NOTICE

POSITION TITLE: Assistant Director of Special Education

BUILDING(S): Administrative Center

CLASSIFICATION: Tier IIA

TERMS OF EMPLOYMENT: 12 months. Monday-Friday: 8 hours/day.

IMMEDIATE SUPERVISOR: Director of Special Education or Designee

SALARY: Starting at \$87,500/year commensurate with credentials and experience

EVALUATION PROCEDURES: Annually

START DATE: ASAP

JOB ID: 4429

QUALIFICATIONS:

1. Illinois Professional Educator License (PEL) with Director of Special Education endorsement required. General Administrative endorsement preferred.
2. Comprehensive knowledge of special education law and state regulations.
3. Minimum of 5 years of experience teaching in special education field; supervisory experience preferred.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Provide technical support, supervision, and evaluation of Special Education Coordinators.
2. Oversee and supervise extended school year programs, alternative assessments, and out-of-district state assessments, transitional programming, and specialized evaluations.
3. Provide technical support, guidance, and assistance to principals and teams dealing with complicated cases within the framework of state and federal regulations.
4. Recruit, hire, supervise, and evaluate itinerant personnel.

5. Coordinate the development of various departmental budget proposals and assist in the development of the annual IDEA grant.
6. Create and distribute monthly department newsletter.
7. Promote positive parent participation in the educational process.
8. Collaboratively lead professional development committee to provide opportunities for all staff members to become effective in working with students with disabilities.
9. Facilitate special education department meetings and PLC's.
10. Facilitate and engage in activities that create a supportive climate and positive interactions with all staff members.
11. Perform other duties and responsibilities as assigned by supervisor or designee.

APPLICATION PROCEDURE:

Applications should be completed online at <https://www.d131.org>. Position(s) will remain open until filled. East Aurora School District 131 is an Equal Opportunity Employer.