

# Community Unit School District 308

## Job Description Form

**Job Title:** District Special Education Program Administrator

**Location:** District Administration Center

**Division/Department:** Educational Services Department

**Reports to:**

**Title:** Executive Director of Special Education/ Building Administrators

Level/Grade:	Type of position:	Hours
<input type="checkbox"/> Cert Administrator	<input checked="" type="checkbox"/> Full-time	Work Year: 12 Months
<input checked="" type="checkbox"/> TRS	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt
<input type="checkbox"/> Grant Funded	<input type="checkbox"/> Contractor	<input type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

### General Description:

The special education program administrator is responsible for ensuring that students with disabilities receive a free appropriate public education (FAPE) in accordance with state and federal rules and regulations in his/her assigned schools. Program administrators' contract is either 206 or 216 days depending on District needs.

### Specific Responsibilities:

- Administers the special education program in each assigned school.
- Promote the school improvement process for students with disabilities.
- Ensures a viable curriculum for students with disabilities in their least restrictive environment.
- Recruits, interviews, supervises, and evaluates special education staff per building principal's direction.
- Ensures appropriate testing and data analysis of students with disabilities.
- Plans, supports, and may provide appropriate professional development for special education staff.
- Assists with the Master Schedule as it applies to students with disabilities.
- Ensures appropriate formative and summative assessments for students with disabilities.
- Promotes communication and collaboration between general and special education staff.
- Promotes communication with parents and families.
- Provides ongoing parent information/education to foster positive collaborative relationships.
- Ensures access to the least restrictive environment for students with disabilities.
- Supports the implementation of MTSS for all students along with building administration.
- Schedules, chairs, and leads initial domains meetings, initial eligibility meetings, and IEP meetings and manages the compilation of documentation for student records for program students.
- Supports the Assistant Principal or Department Chair in scheduling, chairing, and leading re-evaluation eligibility and IEP meetings and managing the compilation of documentation for student records for students with disabilities.
- Ensures general and special education staff members are aware of special education rules and regulations and adhere to them.
- Works cooperatively with staff to accomplish student IEP goals.

- Consults with parents, teachers, and other appropriate staff regarding student performance in the classroom or at home.
- Provides technical supervision to staff with similar licensure.
- Participates in scheduled training in special education rules and regulations.
- Participates in activities that promote their own professional development.
- Supports and implements district policies and procedures, regulations, and administrative directives.
- Adheres to the ethical standards and codes of the profession and to the established rules, regulations, and laws governing special education.
- Other duties as assigned by the Executive Director of Special Education and/or Building Administration.
- Assists the Executive Director of Special Education with other special education activities as needed.

**Requirements:**

- Professional Educator License with General Administrative Endorsement or Director of Special Education endorsement AND School Social Worker, School Psychologist or Speech Pathologist or Learning Behavior Specialist (LBS1) endorsement.
- Previous experience as a Special Education Coordinator or a Special Education Teacher or a Related Services provider
- Proven commitment to student academic, social and emotional growth
- Ability to work collaboratively and effectively with students, staff and community
- Strong communication, organizational and time management skills

**Working Conditions & Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed materials with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; to bend, stoop, climb stairs, and reach overhead.

**Approved by:** Kenneth Miller

**Title:** Executive Director of Human Resources

**Date posted:**

**Date hired:**