



Job Title:	Assistant Director of Special Education - Curriculum and 504
Location:	District Administration Center
Division / Department:	Diverse Learners
Reports to:	Assistant Superintendent of Diverse Learners
Level / Grade:	Certified Administrator / TRS
Type of Position:	Full - time
Hours / Work Year:	Exempt / 12 Month

Mission Statement:

Together, we empower, support, and motivate all students to thrive along their unique educational journey.

About the District:

Oswego Community Unit School District 308 is a Pre-Kindergarten to 12th grade unit school district that serves the communities of Oswego, Aurora, Joliet, Montgomery, Plainfield, and Yorkville. The District is the 7th largest public school district in Illinois and serves nearly 17,000 students. The community of Oswego, IL is 68 square miles and located approximately 46 miles west of Chicago, IL within an easy commute to all the recreational and cultural activities the city has to offer.

General Description:

The Special Education Assistant Director will support the development, implementation, monitoring, and evaluation of best practice, research-based programs and services for students with disabilities.

Performance Responsibilities:

- Oversee the development, implementation, and monitoring of 504 Plans in compliance with OCR, Section 504, and state regulations.
 - Collaborate with school leaders, teachers, and related service providers to ensure accommodations and modifications are effectively implemented.
 - Lead the design, alignment, and evaluation of special education curriculum to meet diverse student needs.
 - Provide guidance and support to staff on instructional strategies, interventions, and assistive technology for students with disabilities.
 - Monitor student progress and use data to inform curriculum decisions and instructional practices.
 - Ensure compliance with timelines, documentation requirements, and procedural safeguards for special education and 504 processes.
 - Support and train staff on legal requirements, best practices, and inclusive education strategies.
 - Serve as a liaison between schools, families, and outside agencies regarding student supports and services.
 - Manage and allocate resources, including specialized instructional materials and adaptive equipment.
 - Maintain accurate records, reports, and data tracking for state and federal reporting.
- Address parent concerns and work toward collaborative solutions that support student success.

Participate in district leadership meetings to ensure special education and 504 needs are integrated into broader instructional planning.

- Stay informed on changes in legislation, policy, and best practices related to special education and disability rights.
- Performs all other duties as assigned.

Qualifications:

- Professional Educator License, Administrative Endorsement Certificate and at least one of the following endorsements: Learning Behavior, Specialist (LBS1), Speech and Language Pathologist (non-teaching), School Social Worker, or School Psychologist
- Director of Special Education Endorsement preferred.
- Successful experience as a special education administrator and/or as a building administrator.
- A minimum of five years of successful experience in special education.
- Knowledge of current learning and supportive methods for students with disabilities.
- Demonstrated leadership in special education.
- Strong work ethic and professional demeanor.
- Collaborative management style.
- Demonstrated ability to perform duties under stress, manage multiple projects simultaneously, and adhere to strict deadlines to maintain compliance with all applicable laws, regulations, and policies.
- Excellent interpersonal, communication, organizational and time management skills.
- Prioritizes equity and rightful presence.

Competencies:

The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

- **Analytical Skills:** Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Identifies data relationships and dependencies. Designs workflows and procedures.
- **Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Conflict Resolution:** Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflicts.
- **Planning & Organization:** Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.
- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.
- **Managing People:** Provides direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities. Makes self available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.

- **Teamwork:** Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee is frequently required to reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to moderate. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

The information contained in this job description is in compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties performed by the individual holding this position may be assigned.

FLSA Status: Exempt

Salary Schedule: [Compensation Scales](#)

Bargaining Unit: Non-Bargaining

Approved Date: April 13, 2026