

**HINSDALE HIGH SCHOOL DISTRICT 86
JOB DESCRIPTION**

Job Title: Assistant Director Special Education

Calendar Work Days: 10 months + 20 days

Supervisor: Director of Special Education

Status: Exempt - Administration

POSITION SUMMARY

Assists the Director of Special Education in the development and implementation of curriculum and instruction. Supervises and evaluates the delivery of instruction in compliance with Board goals, district and building policies and procedures for the purpose of advancing student performance.

QUALIFICATIONS - EXPERIENCE - KNOWLEDGE:

- Illinois Public Educator License (PEL) with Administrative or Principal Endorsement
- Director of Special Education preferred
- Master Degree in related field
- Certified in IL to evaluate teachers
- Experience working with high school or transition-aged students (18-22 years of age)
- Strong interpersonal and communication skills
- Ability to interact with employees with empathy and compassion
- Strong leadership skills
- Ability to interact collaboratively within the school community
- Strong management and problem-solving skills
- Ability to communicate and interact effectively with a variety of audiences
- Ability to interpret, analyze and use data
- Knowledge of special education laws and best practices
- Ability to respond effectively to emergency situations (medical, behavioral, etc.)
- Crisis Prevention Intervention (CPI) certified preferred
- Comprehensive and current knowledge of IDEA, State and Federal education laws and regulations
- Ability to assist the Director of Special Education in developing and maintaining a budget

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The tasks listed below are representative of the essential performance responsibilities. Tasks assigned to individuals will vary based on student needs and it is possible not all duties will be performed in any given year. However, individuals must be able to perform the following duties, with or without reasonable accommodation, as assigned by their supervisor. Other duties may be assigned.

1. Supervises and evaluates licensed teachers and licensed support personnel
2. Implements social justice strategies; suspend and discipline students
3. Supervises classroom instruction
4. Local Education Agent (LEA) for special education paperwork
5. Assists teachers with supporting the special needs and support of students

6. Supports and assists with the professional development of staff members
7. Orients new teachers and support personnel
8. Plans, evaluates and oversees assessment and evaluation programs
9. Assists teachers in the handling of day-to-day issues related to instruction
10. Supports the introduction of instructional ideas and strategies to staff members
11. Ensures personnel policies and procedures are followed
12. Follows district evaluation policies and procedures for assigned staff
13. Investigates concerns regarding students or employees
14. Provides recommendations for dismissal, tenure and assignment of job duties
15. Recruits, screens, trains, recommends for hiring and assigns candidates
16. Works with the Director of Special Education to resolve both inter and intra-departmental conflicts
17. Maintains open communication with parents, parent groups and community organizations
18. Represents the district at professional meetings and conferences
19. Assists Director of Special Education with contracts for purchase and delivery of goods and services
20. Obtains comparative prices and quotations when appropriate
21. Advises the Director of Special Education on the department's budgetary needs
22. Maintains administrative records; prepares reports and correspondence
23. Supervises school-sponsored events; supervises chaperones as assigned
24. Performs other duties as assigned by the Director of Special Ed, Assistant Superintendent of Student Services, and/or the building Principal
25. Works with the Director of Special Education regarding facilities
26. Monitor that the department is in compliance with IDEA.
27. Coordinate and monitor necessary medical trainings for staff and outside related service providers
28. Ensure that care plans are completed and shared with the necessary staff

General Comments: The nature of this position requires dependability, an ability to maintain confidential information, and the demonstration of ethical, professional conduct at all times. This position may have access to information relating to the effectuation, review and implementation of the District's collective bargaining policies. A working knowledge of community (people and resources) is necessary in this position. This position requires decision making without direction and the ability to operate and manage without direction and guidance from the supervisor on a regular basis. The position requires a great deal of initiative and flexibility and the ability to manage both time in and out of the office.

The position requires frequent and ongoing work at a fast pace with unscheduled interruptions, frequent communication, written and verbal. The position requires frequent contact with employees, service providers and frequent interaction and contact with community and parents, requiring appropriate demeanor and professional appearance and apparel.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and see, talk and hear. The employee is required to reach with hands and arms and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 35 pounds on occasion and up to 10 pounds regularly/daily. Specific vision abilities required by this job include close vision, such as to read type or hand-written material. Frequent computer and other technology work required. The noise level in the work environment is that of a high school and can be loud when in places like

gyms and cafeterias. The employee is continuously interacting with students and staff. Must be able to supervise students in a variety of settings including classrooms, outside, transportation such as buses, vans, and/or trains, etc. The employee must be able to travel to multiple work locations, job sites, and community sites.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Notice of Nondiscrimination:

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

NON-DISCRIMINATION COORDINATOR

Jodi Bryant

Assistant Superintendent of Human Resources

5500 South Grant Street

Hinsdale, IL 60521 630-570-8008

For further information on notice of non-discrimination, visit https://ocrcas.ed.gov/contact-ocr?field_state_value=652 for the address and phone number of the office that serves your area, or call 1-800-421-3481

Hinsdale High Schools District 86 is an equal opportunity employer. It is the policy and practice of District 86 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 86 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, ancestry, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service or handicap.

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Job Description Updated: February 2023