



An Equal Opportunity Employer

Flint Community Schools

Human Resources

Employee Job Description

Job Title: Assistant Director - Learning Support Services

Job Summary:

The Assistant Director of Learning Support Services (LSS) plays a vital role in supporting and overseeing the implementation of special education programs and services within FCS. This position collaborates with educators, administrators, parents, and outside agencies to ensure students with disabilities receive appropriate services and support in accordance with federal and state regulations. This role provides leadership and guidance to relevant stakeholders while advocating for the needs of students served.

Essential Functions (May include, but not limited to):

1. Supervise the implementation and ongoing functioning of special education services and programs (in-person and virtual), ensuring they meet the needs of every student served.
2. Monitor and evaluate the effectiveness of special education initiatives and make recommendations for extensions and improvement.
3. Provide mentorship, training, and/or support to a wide variety of FCS personnel, including, but not limited to, general and special education teachers, ancillary providers, paraprofessionals, central office and building based administration, and office staff.
4. Conduct regular observations and evaluations of assigned special education staff to ensure adherence to compliant and best practices.
5. Ensure compliance with federal, state, and local regulations related to special education (e.g. IDEA, ADA, MARSE).
6. Collaborate with general education staff, administrators and support personnel to facilitate inclusive practices and support for students with disabilities.
7. Serve as a liaison between families, schools, and outside agencies regarding special education services and resources.

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8. Oversee the development and implementation of Individualized Education Programs (IEPs), ensuring all are developed in compliance with legal requirements and reflect the unique needs of each student.
9. Collect and analyze data on student performance and program effectiveness to inform decision-making and program adjustment.
10. Use relevant data to identify trends, professional development needs, and areas of success and/or in need of improvement.
11. Assist in the preparation and management of the LSS budget, ensuring effective allocation of resources and responsible stewardship.
12. Identify funding opportunities and grants to enhance special education programs.
13. Complete regular building visitations to work with staff and administration ensuring excellence in the delivery of special education services, while preventing and problem-solving challenges.
14. Assist with coordination and supervision activities related to the referral and evaluation of students suspected of having a disability.
15. Develop, prepare for, and deliver quality professional development based on identified staff needs, federal and state level trainings, and best practices.
16. Attend IEP meetings and other student-centered meetings as deemed necessary to resolve issues and insure appropriate special education programs/services are developed and delivered within the least restrictive environment.
17. Assist with the preparation of federal, state, county, and district reports.
18. Assist in the coordination of activities between central office personnel, building administrators, and special education staff to ensure special education discipline procedures are followed.
19. Assist in the coordination and distribution of materials and supplies to building based staff.
20. In collaboration with the LSS Director, lead monthly special education PLCs/ meetings including, but not limited to, LSS ancillary meetings, instructional staff meetings, support staff meetings, and parent meetings.
21. Build and maintain positive relationships with central office and building based personnel.
22. Assist with the management and coordination of nonpublic services, conducting biannual meetings with nonpublic schools to address services offered, student referrals, and other relevant information.
23. Assist with staffing activities including, but not limited to, staff recruitment, ongoing communication with vendors, interviewing applicants, placement and onboarding newly hired staff, regular review of provider caseload numbers within each building and across the district.
24. Assist with annual review of LSS forms and procedures, making necessary revisions when deemed appropriate.
25. Perform other duties as assigned by LSS Director.

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Qualifications:

Education:

Master's degree in special education, Education Administration, or a related field required. Full or temporary approval as a Supervisor of Special Education required. Valid full approval or endorsement in at least one area of special education from the Michigan Department of Education, Office of Special Education (MDE, OSE).

Experience:

Minimum of five years successful experience in special education, including teaching and supervisory roles.

Skills/Other:

Comprehensive knowledge of special education compliance at the federal and state levels, special education programs, services, and resources to support students with disabilities and their families. Excellent leadership, organizational, and problem-solving abilities, detail oriented. Strong verbal, written, and interpersonal communication skills. Proven ability to work collaboratively with diverse stakeholders. Skilled in empowering team members while demonstrating ethical behavior and fostering trust within groups. Proficient in data analysis and educational technology. Ability to work independently and efficiently. Proven ability to manage multiple projects simultaneously. Proficiency in Microsoft Office Suite, Google office applications, and other relevant software. Excellent leadership and decision-making skills.

Other Requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: Criminal background check, including national and local clearance

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Special Job Considerations:

Certification: Required

Type of Certification: Michigan Teaching Certificate, Special Education Endorsement

Bargaining Unit: N/A

Salary Schedule: Central Office, Full-Time, Year-Round, At-Will position.

Immediate Supervisor: Director of Learning Support Services

Date: 6/5/2026

TM: tvs

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs

923 E. Kearsley Street • Flint, Michigan 48503-1974 • (810) 760-1218

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