

Joliet Township High School

- POSITION TITLE:** Executive Director of Special Services
- REPORTS TO:** Assistant Superintendent for Educational Services
- QUALIFICATIONS:** Illinois Professional Educator License
General Administrative or Principal Endorsement
Director of Special Education Endorsement
Five or more Years of Experience in an Educational Setting
- SUPERVISES:** All District Special and Related Services Staff and Programs, including River Valley Detention Center, Pathways Academy and the AVAC Program and Transition Center.
- JOB GOAL:** To provide visionary leadership and strategic oversight for the district's comprehensive special education and student support services, ensuring that every student receives a high-quality, equitable education in the least restrictive environment by fostering a culture of inclusive excellence where data-driven instruction and robust post-secondary transition planning empower students with disabilities to achieve academic success and meaningful independence.

PERFORMANCE RESPONSIBILITIES:

LEADERSHIP:

- Understand, support and provide leadership in implementation of the District Strategic Plan, District Improvement Plan and School Improvement Plan(s).
- Demonstrate collaborative leadership.
- Demonstrate integrity, ethical behavior, sound judgment and organizational ability.
- Demonstrate strong assessment, analytical and diagnostic skills.
- Maintain high expectations for students and staff.
- Implement and adhere to district policies and procedures, rules, regulations and directives.
- Provide clear and consistent direction to staff on a continuing basis.
- Provide assistance to parents, staff and students.
- Facilitate effective communication between parents and staff.
- Introduce, promote and develop constructive ideas.
- Attend, participate and provide leadership in community, district and/or school activities and on committees.
- Serve as a resource to building and district personnel and as a liaison to various community partners for the purpose of explaining procedures,

conveying and/or receiving information as needed for the planning, developing, and evaluating of services related to students receiving special services.

- Lead the development and implementation of programs designed to facilitate parental and community awareness of programs and services for students with disabilities.
- Demonstrate thorough knowledge of Federal and State laws pertaining to the education of students with disabilities and ensure compliance of district.
- Ensure compliance of all aspects of the special education process including and not limited to: Individual Education Program (IEP) meetings, annual reviews, re-evaluations, Manifestation Determinations (MDR), etc.
- Lead and coordinate articulation with JTHS sender schools for students receiving special education services.
- Identify and develop partnerships with community agencies to meet the needs of students.
- Identify, communicate, and develop action plans for programming to meet student needs.
- Lead special education and general education staff for the purpose of improving existing programs and implementing new services in accordance with established timeframes, professional standards and related requirements.
- Communicate on a regular basis with the Assistant Superintendent for Educational Services and Building Principals.

STAFF/PROGRAM RESEARCH, PLANNING, SUPERVISION AND EVALUATION

- Supervises the monitoring and maintenance of student files.
- Supervises the monitoring and maintenance of all necessary records for the placement of special education student in private facilities in conjunction with the supervision of the Alternative Program Coordinator.
- Supervise and administer all special education, juvenile detention programs and services, as well as any other specifically funded programs assigned.
- Administer and monitor the Orphanage Act placement, programs, and finances, including the juvenile detention center program.
- Collaborate with Curriculum Directors, the Director of Multilingual Services, Assistant Principals for Teaching and Learning, Special Services Coordinators, AVAC/Transition Coordinator and the Director of Alternative Programs to collect, analyze, and share data to evaluate the effectiveness of the special education programs and policies and procedures to meet the needs of the students.
- Monitor the procedures and placement of students into special education programs, ensuring compliance.
- Review student placement and staffing with parents and personnel as needed.
- Ensure the supervision and coordination of the Home/Hospital Instruction Program.
- Lead the planning and implementation of new and innovative programming for students with disabilities.
- Maintain a safe and effective learning environment.

- Lead building and district administration with recruitment, selection and recommendations for the employment of personnel.
- Evaluate and make appropriate recommendations regarding assignment and the continued employment of staff.
- Assist building administration with facilities management.
- Resolve staff interpersonal conflicts in accordance with district policy and in a manner designed to foster cooperation among staff members.
- Supervise and evaluate staff as assigned.

INSTRUCTION

- Maintain a culture of high expectations.
- Provide support and direction to the Instructional Leadership Team for Special Education.
- Provide leadership and support to ensure pedagogical best practices and specially designed instruction (SDI) are implemented in the classroom, with a focus upon co-taught, instructional, and consult.
- Provide direction in the evaluation and recommendation of relevant educational resources and materials.
- Serve as an instructional leader and resource for staff.
- Ensure compliance through the coordination of IEP management responsibilities.
- Organize and conduct staff meetings to ensure knowledge of and compliance with district policies and procedures.
- In collaboration with district and building leadership, provide direction in the organization and administration of special education summer school programs.
- Coordinate and monitor other programs as assigned.

PROFESSIONAL DEVELOPMENT

- Provide leadership for the District Professional Development program.
- Plan, implement and evaluate professional development and training in accordance with the District Strategic Plan, District Improvement Plan and School Improvement Plan.
- Encourage membership and participation in professional organizations.
- Provide for and encourage opportunities for instructional staff to participate in relevant clinics, workshops, state and regional conferences.

PROFESSIONAL GROWTH

- Attend state and local conferences and meetings for Directors of Special Services as it relates to the areas of job responsibilities.
- Acquire and share professional knowledge by participation in professional organizations and attendance at conferences and workshops.
- Continue to learn and implement the current research based educational innovations.
- Demonstrate the ability to self-evaluate in terms of leadership, performance and professional growth.

POLICIES AND PROCEDURES

- Evaluate, interpret, implement, and make recommendations regarding policies and procedures.
- Administer rules and regulations governing special education, juvenile detention, and other programs in compliance with Illinois School Code.
- Ensure compliance with federal and state rules and regulations regarding the education for students governed by special services.

RECORDS AND REPORTS

- Demonstrate fiscal responsibility and prepare the necessary reports that are required in the management of budgets and grants as assigned.
- Prepare and submit local, state, and federal reports in all areas of responsibility, as required.
- File and monitor all forms and reports for special education, juvenile detention, and other special financial claims required by the Illinois State Board of Education and the Federal Education Department.
- File and monitor all forms and reports with the Illinois State Board of Education association with iSTAR and tuition/program costs.
- Ensure student information is received from outplacement programs and entered into the JTHS Student Management System by year-end deadlines.
- Maintain necessary files to support reimbursement claims, audits, and external evaluations for all programs as assigned.
- Provide necessary student records to requesting agencies as appropriate.
- Develop, implement, and monitor administrative processes for the purpose of preparing reports, authorizing financial transactions, and ensuring compliance with local, state, and federal regulations.
- Upon request, attend board meetings and prepare reports for the board.
- Coordinate newsworthy items and releases of information with the Director of Community and Alumni Relations.

OTHER

- Lead and support district and building diversity, equity and inclusion initiatives
- Assume other responsibilities as assigned.

TERMS OF EMPLOYMENT: Twelve-Month Administrative Position

EVALUATION: Performance to be evaluated annually in accordance with Board and Administrative Policies.

SALARY: Salary commensurate with experience.