

PLAINFIELD COMMUNITY CONSOLIDATED SCHOOL DISTRICT #202

JOB DESCRIPTION

TITLE: Special Education Administrator

CLASSIFICATION: Administrator, Coordinator, Full-time, Exempt
Administrator, Coordinator, Part-time, Exempt

PRIMARY FUNCTION:

The primary function of the Special Education Administrator is to assist the Director of Special Education and Building Principal(s) with the coordination, facilitation and implementation of continuous quality improvement of instruction for special education students.

ACCOUNTABILITY:

The Special Education Administrator is directly accountable to the Director of Special Education.

The Director of Special Education shall evaluate the performance of the Special Education Administrator on an annual basis, with input from the Building Principal(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administration and Organization

- Demonstrates support for the Mission, Beliefs and Goals of District #202.
- Assists the Director of Special Education and Principal(s) in the implementation and enforcement of Federal and State laws and regulations, and Board of Education policies, rules and administrative procedures.
- Assists in the implementation of the Negotiated Agreements Between the Board of Education and the Association of Plainfield Teachers, and the Plainfield Association of Support Staff.
- Promotes and maintains positive and effective working relationships with students, parents, teachers, support staff, District staff, the community and Board of Education.

Assigned Responsibilities (cont'd)

(Special Education Administrator)

- Serves as a special education program liaison with agencies such as the Department of Mental Health, Lockport Area Special Education Cooperative, Division of Children and Family Services, Probation Programs and Hospitals.

Instructional Program

- Assists the Principal in the development, implementation and evaluation of special education instructional programs offered in the local school.
- Assists the Director of Special Education and the Principal(s) with the identification of staff development needs.
- Assists in the coordination and/or facilitation of in-service opportunities in response to identified staff development needs in special education.
- Participates in district and building level curriculum planning and development initiatives.

Student Services

- Maintains the role of advocate for children.
- Coordinates arrangements for student staffings.
- Represents the District in out-of-district staffings for students from the assigned building(s).
- Coordinates student placement recommendations.
- Coordinates appropriate student transportation.

Personnel

- Cooperates with Assistant Superintendent for Human Resources and Planning in the implementation of established hiring procedures, defined and specified in the Board of Education document entitled, Guidelines for the Employment of Personnel.
- Assists the Director of Special Education and Principal(s) in the selection and assignment of special education personnel.
- Assists the Principal(s) with the supervision and evaluation of performance of special education personnel.
- Assists the Principal(s) with the development of special education staffing projections for the building.

- Maintains systematic records of all required personnel procedures.

Budget and Finance

- Provides input for the development of special education budgets at the district and building levels.
- Assists the Director of Special Education and the Principal(s) in the identification and procurement of facilities, equipment, materials and supplies for special education programs.
- Maintains systematic and auditable records in support of required special education accounting practices.
- Prepares and submits data and information for accounting and program reports required by law, administrative directive or Board policy.

General

- Maintains confidentiality in all areas of administrative responsibility.
- Performs other related duties and responsibilities as may be assigned by the Director of Special Education.

QUALIFICATIONS:

Required Experience and/or Training

Master's Degree; ability to qualify for the State of Illinois Administrative Certificate with Special Education Administrative endorsement.

Desired Experience and/or Training

3 or more years of experience in a field of Special Education.

Special Requirements of the Position

Strong leadership ability; ability to work effectively with groups and individuals; broad knowledge of school curriculum; good speaking and writing abilities; creative and imaginative approach to problem solving and the ability to make sound decisions and withstand pressures. Knowledge of special education laws, regulations, and rules.

PHYSICAL DEMANDS:

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 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, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Administrator Signature Date

Supervisors Signature Date