



CARY SCHOOL DISTRICT 26
JOB DESCRIPTION

ASSISTANT SUPERINTENDENT OF SPECIAL SERVICES

Reports To: Superintendent

Supervises: The Special Services Department, Special Education Teachers, Related Service Providers, Health Services Staff and all staff assigned to Special Services

Position Summary: The Assistant Superintendent of Special Services provides leadership, oversight, and strategic direction for all special education and student support programs including health services, 504 services, and McKinney-Vento services across the district. This position ensures that all programs comply with federal and state regulations, promotes equitable access to services, and supports high-quality instructional practices for students with disabilities. The Assistant Superintendent collaborates closely with district and building leaders, families, and community partners to ensure inclusive, student-centered educational environments where all students can succeed.

Qualifications:

- Illinois Professional Educator License (PEL) with Director of Special Education endorsement (required)
- Master's degree in special education, Educational Administration, or related field; Doctorate preferred
- Minimum of five years of administrative experience in special education leadership
- In-depth knowledge of IDEA, Section 504, ADA, and all Illinois special education regulations
- Demonstrated experience supervising staff, managing budgets, and leading district-wide programs
- Strong communication, collaboration, and problem-solving skills
- Experience developing and implementing multi-tiered systems of support (MTSS) preferred

Responsibilities Include:

- Provide leadership, vision, and strategic planning for all district special services and health services programs, ensuring alignment with district goals and state and federal regulations
- Oversee the development, coordination, and evaluation of programs for students with disabilities and students at risk, including instructional services, related services, assessments, and behavioral supports
- Oversee health services including compliance with state and county mandates
- Ensure compliance with IDEA, Section 504, ISBE regulations, and district policies
- Supervise and evaluate Special Services staff and administrators
- Serve as the district's Title IX Coordinator
- Lead the district's MTSS and student services frameworks, including behavior, mental



CARY SCHOOL DISTRICT 26
JOB DESCRIPTION

ASSISTANT SUPERINTENDENT OF SPECIAL SERVICES

health, early intervention, and related supports

- Manage all special education and health services budgets, grants, and resources
- Ensures that a full range of services and full continuum of placement options consistent with Least Restrictive Environment are available
- Oversee McKinney-Vento and Home/Hospital services
- Collaborate with principals and building teams to support effective service delivery and inclusive practices
- Oversee IEP development procedures and ensure fidelity of implementation across schools
- Coordinate professional development for staff related to special education law, instructional practices, health services, McKinney-Vento, and student services
- Facilitate parent communication, conflict resolution, and collaborative problem-solving around student needs
- Serve as district liaison with ISBE, outside agencies, and community partners
- Provide regular updates and reports to the Superintendent and Board of Education
- Other duties as assigned by the Superintendent

Skills:

- Leadership and strategic planning
- Deep understanding of special education law and compliance
- Deep understanding of health services and McKinney-Vento Services
- Strong interpersonal and communication skills
- Effective supervision and team management
- Data analysis and decision-making
- Problem-solving and conflict mediation
- Ability to collaborate with diverse stakeholders
- Organizational and project management abilities

TERMS OF EMPLOYMENT:

This is a 12-month position. Salary and benefits as established by the Board of Education.

JOB DESCRIPTION CREATION / REVISION DATE:

12/12/2025