



NORTH DUPAGE SPECIAL EDUCATION COOPERATIVE

Program Administrator
Job Description

Title or Position: NDSEC-Operated Program Administrator

Job Description:

The NDSEC Program Administrator supports the NDSEC student outcomes vision which is to help students become successful, happy adults in home, school, work and community by providing programs and services that ensure students:

- High academic, behavioral and social emotional development,
- The development and independent use of self-advocacy skills,
- Care for their personal health and wellness,
- Caring for their communities

Core Competencies:

- Demonstrates expertise and leadership in programming for students with disabilities with an emphasis on increased student achievement
- Competency in programming for students having an Intellectual Disability
- Competency in programming for students demonstrating characteristics of Autism
- Competency in programming for student demonstrating a variety of behavioral challenges
- Able to establish and maintain effective communication and relationships with school and community stakeholders
- Has knowledge and understanding of federal and state statutes and regulations and practices those accurately and effectively
- Maintains a professional demeanor acting with integrity, fairness and in an ethical manner
- Demonstrated expertise in leadership and student program development

Qualifications:

- Minimum of Master's Degree in special education or related field
- Appropriate administrative licensure and endorsements as issued by the Illinois State Board of Education

Essential Job Functions:

- **Instructional Leadership:**
 - Assist with curriculum development selection and implementation
 - Act as the instructional leader to staff and assist teachers with implementing classroom instruction
 - Apply knowledge of best practices in instruction for students with disabilities
 - Collect and analyze student performance data

- Utilize conflict resolution strategies and problem-solving skills to address child, family, team or organizational issues
- Assist with planning and conducting staff development presentations for staff, member districts, and community-based providers
- Evaluate teachers to ensure instructional improvement and maintenance of the highest instructional standards
- Program Development, Implementation and Evaluation:
 - Assist with program/agency development including vision, mission, goals, and problem solving
 - Facilitate the implementation of program/agency vision, mission and goals
 - Maintain ongoing relationships with member districts, parents, community providers, and staff regarding systems-change initiatives
 - Assist with design and implementation of student performance data analysis to assist in development and implementation of program outcome studies
 - Review best practices literature, conduct applied research, and present at conferences.
 - Assist in planning budgetary resources for the program
- Supervision:
 - Coordinate the hiring, assignment, and supervision of licensed and non-licensed staff.
 - Coordinate the use of substitute staff, as needed.
- Case Coordination:
 - Facilitate student eligibility, annual review and progress review IEP meetings.
 - Coordinate case management of students including instructional planning, selection of intervention materials, and transition planning.
- Consultation/Collaboration:
 - Collaborate with NDSEC colleagues, member district staff, community providers, and parents to share information and expertise related to best practices for students with disabilities
 - Collaborate with community-based service providers who serve students with disabilities
 - Coordinate and participate in parent meetings and parent conferences
- Professional Responsibilities:
 - Implement approved student safety procedures
 - Submit forms, paperwork and follow procedures by the established timelines
 - Continue professional growth by participating in organizational, local, state, and national events, trainings and programs
 - Ensure confidentiality
 - Maintain ISBE/Illinois Department of Professional Regulation database, as required
 - Maintain appropriate attendance/punctuality
 - Other duties as assigned by the Executive Director or designee

Reports to and evaluated by:

- Assistant Director

Contract Days: 215

Work Hours: 8.0/Day

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