JOB DESCRIPTION CREATION / REVISION DATE: May 19, 2017

POSITION TITLE: Specialized Student Services Administrator

DEPARTMENT: Specialized Student Services

REPORTS TO: Director of Specialized Student Services

SUPERVISES: Certified and Classified Personnel

POSITION GOAL(S):
To ensure compliance implementation and administering of programs, policies, procedures and regulations, thereby providing appropriate educational opportunities and services for student receiving special education services.

JOB DUTIES / ACCOUNTABILITIES:
1. Communicate regularly with parents and others in the community to develop and maintain a positive school-community relationship.
2. Plan, implement, and evaluate instructional and curricular programs to ensure quality education.
3. Communicate with district administrators and staff to ensure that students with special needs receive an appropriate, rigorous education.
4. Ensure compliance with federal and state mandates to provide a full continuum of services for special education students.
5. Develop and administer the building and/or program budget to ensure compliance with established fiscal parameters.
6. Plan and implement a program of both formal and informal staff evaluation to assist staff in reaching their professional potential and to increase the quality of instruction.
7. Ensure a safe, healthy and appropriate learning environment for the children and staff.
8. Participate in and conduct multi-disciplinary staff meetings to ensure that each student is provided an individualized program which best meets his/her identified needs.
9. Provide materials, instructional assistance, and in-service activities to assist teachers in strengthening instruction and assessment practices.
10. Attend and participate in various committees, which facilitate and support District-wide departmental initiatives and engage all stakeholders in the District.
11. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:
1. Three years teaching experience in the field of special education.
2. Knowledge about theories of learning, reading, curriculum, and psychological as well as educational testing.
3. Effective communicator, well organized, able to assess teachers’ needs and provide for those needs.
EDUCATION:
1. Professional Educator License with General Administrative or Principal endorsement or Educator License with Stipulations Provisional General Administrative or Principal endorsement.
2. Illinois approval/endorsement to serve as a teacher and/or supervisor of Special Education (LBS I).
3. Illinois Certification to serve as a teacher in the area of Special Education.

PHYSICAL DEMANDS:
1. Occasionally requires physical exertion to manually move, lift, carry, pull, or push objects or materials up to 30 lbs. with proper technique.

TERMS OF EMPLOYMENT:
This position is an 11-month with a 224-day work year. Salary and benefits as established by the Board of Education.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support service personnel.

Employee Signature: ____________________________ Date: ____________

Supervisor Signature: __________________________ Date: ____________