JOB DESCRIPTION

SPECIAL EDUCATION ADMINISTRATOR LIAISON
SPECIALIZED STUDENT SERVICES

JOB DESCRIPTION CREATION / REVISION DATE: 7/1/2019

POSITION TITLE: Special Education Administrator Liaison

DEPARTMENT: Specialized Student Services

REPORTS TO: Director of Specialized Student Services

SUPERVISES: N/A

POSITION GOAL(S):
To provide district-wide administrative support with various IEP meetings and assist with implementation and appropriate programming/service delivery for special education students.

JOB DUTIES / ACCOUNTABILITIES:

1. Communicate regularly with parents and others in the community to develop and maintain a positive school-community relationship.
2. Assist Special Education Administrators due to high caseload numbers in appropriate areas.
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. Assist with staff evaluations to support staff in reaching their professional potential and to increase the quality of instruction.
6. Assist with multi-disciplinary staff meetings when needed to ensure that each student is provided an individualized program which best meets his/her identified needs.
7. Attend and participate in various committees which facilitate and support District-wide and departmental initiatives and engage all stakeholders in the District.
8. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

9. Appropriate Illinois Administrative Certification (Type #75 Administrative Certificate with general administrative endorsement).
10. Illinois approval/endorsement to serve as a teacher and/or supervisor of Special Education (LBS I).
11. Illinois Certification to serve as a teacher in the area of Special Education and a minimum of years teaching experience in the field of special education.
12. Knowledge about theories of learning, reading, curriculum, and psychological as well as educational testing.
13. Effective communicator, well-organized, able to assess teachers’ needs and provide for those needs

EDUCATION:

14. 3-years teaching experience in the field of special education.
15. Bilingual - Spanish/English (written/verbal) preferred.

**PHYSICAL DEMANDS:**
Ability to work on a computer over a major portion of the day.

**TERMS OF EMPLOYMENT:**
This is an 11-month position. 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 employees.

Employee Signature: ________________________________ Date: _____________

Supervisor Signature: ________________________________ Date: _____________