JOB DESCRIPTION
ASSISTANT DIRECTOR OF SPECIALIZED STUDENT SERVICES OPERATIONS SPECIALIZED STUDENT SERVICES

JOB DESCRIPTION CREATION / REVISION DATE: 7/18/19

POSITION TITLE: Assistant Director of Specialized Student Services Operations

DEPARTMENT: Specialized Student Services

REPORTS TO: Director of Specialized Student Services

SUPERVISES: Specialized Student Services Personnel

POSITION GOAL(S):
To provide direction to the Specialized Student Services Program as it aligns and supports teaching and learning in School District U-46.

JOB DUTIES / ACCOUNTABILITIES:
1. Plan and implement a program of formal and informal staff appraisals to assist Special Education Administrators and Related Services Leads in reaching their professional goals and to increase the quality of instruction/services.
2. Participate in IEP/Special Education meetings to ensure that each student is provided and receives an appropriate Individualized Education Plan which best meets the identified student needs.
3. Support the appropriate special education services to students by assuring the evaluative and diagnostic services and placements meet the identified student needs through an IEP or ISP.
4. Support maximum integration of special education students into general education by working in tandem with general education programming.
5. Support proper implementation of special education programs by screening, training, and motivating Special Education Administrators and support staff.
6. Support the functioning, training, and work of building Service Teams and Special Education Administrators.
7. Collaborate with Human Resources and monitor the recruitment, hiring, and development of department personnel.
8. Uphold continuous improvement strategies to provide systems of support to Special Education Administrators and necessary professional development.
9. Support Specialized Student Services programs to meet district improvement goals and expectations.
10. Coordinate and supervise Related Services.
11. Uphold continuous improvement strategies to provide systems of support to Related Services Personnel through long-term planning.
12. Collaborate with Early Learners to support Early Intervention to Early Childhood transitions in regards to specialized services.
13. Other duties as assigned.
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OPERATIONS
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EXPERIENCE / KNOWLEDGE:
15. Ability to write quality IEPs
16. Effective communication skills, well-organized, strong time-management skills, problem solver, and reflective.
17. Familiar with student information systems, such as Infinite Campus and Embrace.

EDUCATION:
18. PERA module designations required (Teacher & Principal)
19. Professional Educator License with General Administrator or Principal endorsement.
20. Professional Educator License.
21. At least five (5) years of teaching experience and supervisory experience
22. Bilingual - Spanish/English (written/verbal) preferred.

PHYSICAL DEMANDS:
1. Ability to work in a very fast paced and stressful environment.
2. Ability to work on a computer over major portion of the work day.
3. Able to multi-task

TERMS OF EMPLOYMENT:
This is a 12-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: _____________