

## **Assistant Director Special Education**

### **Purpose Statement**

The job of Assistant Director Special Education is done for the purpose/s of providing a sound education program for children who cannot sufficiently benefit from regular classroom programs; serves as a liaison on discipline issues for students and staff; providing information and serving as a resource to others; achieving defined objectives by assisting in planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines.

This job reports to Special Education - Director

### **Essential Functions**

- Assists in the placement of special needs students from neighboring school districts for the purpose of insuring their educational needs are met as outlined by state and federal guidelines.
- Assists with personnel functions (e.g. interviewing, evaluating, recruiting and placement, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Attends meetings, workshops, seminars, education planning meetings, child study teams etc. (e.g. due process hearings, district liaison, special education parent groups, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, juvenile judge and courts, SIS, State Hospital, Police Youth Bureau, Social Services, foster care and board care, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, State Three Year Plan, State Monitoring and Office of Civil Rights, etc.) for the purpose of writing reports, coordinating compliance efforts and analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Coordinates program components, support needs and material for the purpose of delivering services which conform to established guidelines.
- Implements assigned programs and/or projects (e.g. Due Process regulations and IDEA, etc.) for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Manages the special education department in the absence of the director for the purpose of insuring services and programs continue within the appropriate guidelines and directives.
- Researches and presents information (e.g. issues and trends, etc.) for the purpose of developing in-service training programs for Special Education and regular education staff.
- Supervise programs and staff for the purpose of insuring all objectives are met as outlined by the district, state, and federal policies, procedures and guidelines.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Masters degree in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

Teaching Credential  
Administrators Credential

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses  
Meets Continuing Education Requirements

**Clearances**

Criminal Justice Fingerprint/Background Check

**FLSA Status**

Not Rated

**Approval Date**

**Salary Grade**

Special Ed Assistant