

Assistant Director for Student Services

Primary Functions

To serve as a general assistant to the Administrator for Student/Special Services with administrative functions as assigned by the Administrator for Student/Special Services.

Organizational Relationships

The Assistant Director for Special Education reports directly to the Administrator for Student and Special Services.

Qualifications

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the district buildings and grounds
- Ability to speak, write, read, and understand English
- Ability to handle all district information with confidentiality

Assigned Responsibilities

1. Attend all meetings of the Administrative Council.
2. Assist the Administrator for Student and Special Services in providing leadership to the implementation of instructional programs for students with IEPs.
3. Aid in oversight to the processes for early identification of students with special needs.
4. Aid in establishing procedures for placement, evaluation, assignment, and reappraisal of students with regard to student services programs.
5. Remain current with legal requirements governing special education.
6. Provide staff development to assist special services staff in becoming knowledgeable regarding legal guidelines and instruction of students with special needs.
7. Assist in recruitment, selection, and recommendation for hiring of student services personnel.
8. Consult with parents of students enrolled in student services programs.
9. Confer with the appropriate administrator on matters of common concern.
10. Assist in the evaluation of special education teachers, related service providers, and special education paraprofessionals.
11. Serve as an administrative member of assigned Committees.
12. Coordinate and oversee I-Teams providing consistency between schools.
13. Assist in the development, refinement, and implementation of special education programs and services.
14. Monitor programs and report progress as needed.
15. Provide technical assistance and support for Student Services program needs.
16. Provide guidance in implementing curriculum modifications, adaptations, instructional strategies, IEP writing, and student grouping.
17. Provide guidance with the use of paraprofessionals.
18. Establish and maintain effective work relationships with the administration, faculty, and community.

19. Perform such other duties and assume such other responsibilities as may be assigned by the Administrator for Student and Special Services.

Work Year: The work year shall be from July 1st to June 30th with twenty (20) vacation days. Salary will be according to Board policy.

4/2015