



JOB DESCRIPTION

Job Title	Assistant Director of Special Education
Department	Student Services and Special Education
Reports To	Director of Special Education
Classification	Administrator
Location	District
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

Under the direction of the Director of Special Education, the Assistant Director of Special Education is responsible for assisting with implementing and maintaining age 3-21 Special Education programs and services in conformance to district, state, and federal objectives and laws; planning, designing, and implementing all phases of service provided by the Special Education staff; serving as a resource to students, families, and school personnel, and maintaining adequate staffing to ensure objectives of programs and services are achieved within budget.

Essential Job Functions

- Establishes and supports implementation of Special Education programming, including curriculum development and allocation of resources for students with disabilities, as guided by federal and state special education law.
- Develops, coordinates, monitors, and evaluates Special Education programming in coordination with other District programs.
- Manages departmental Special Education services including the Speech/Language Department, Occupational/Physical Therapy Department, Adapted Physical Education Department, Visual Impairment Department, and Deaf & Hard of Hearing Department
- Provides oversight and supervision of District Beyond 18, community-based transition programming.
- Recruits, hires, supervises, and evaluates District-level special education staff.
- Directs personnel, for the purpose of delivering services which conform to established Special Education guidelines.
- Oversees District’s Early Learning Special Education Program, including supervision of itinerant service providers.
- Oversees B-3 transition process, and Child Find processes.
- Assists with DPI Reporting: High-Cost Special Education Aide, Transfer of Service Exemptions, and Open Enrollment Special Education Actual Costs
- Develops and oversees 66.0301 Agreements and contracted services.
- Coordinates with outside agencies to provide services to students and staff, for the purpose of offering appropriate services.

- Facilitates meetings and processes, for the purpose of implementing and maintaining Special Education programs and services.
- Directs the Medicaid Administrative Claiming process and direct billing of Medicaid-eligible special education services provided by the District.
- Assists in developing and leads professional development and training for general or special education personnel, related service providers, other district personnel, parents, and community personnel.
- Assists in the development of Extended School Year services.
- Oversees private school service delivery and management of Special Education services, as well as sets aside federal funds.
- Supports the Student Information System-Special Education Module, including management of IEP and evaluation forms and monitoring of procedural compliance.
- Acts as Local Education Agency (LEA) at IEP meetings as designated by the Director of Special Education.
- Manages the District Special Olympics programming; including oversight of District Special Olympics Coordinator and hiring of Special Olympics coaching staff.

Ancillary Job Functions

- Participates in budget development and management process involving level staff at the request of the Director of Special Education.
- Stays current in the field through professional readings, seminars, workshops, and conventions.
- Participates in grant writing activities upon request from the Director of Special Education.
- Attends School Board meetings as directed.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master’s degree in Educational Administration, Special Education and Pupil Services, or related field.
- Minimum of five years of experience working directly with students in special education.
- Minimum of three years of successful PK-12 educational experience.
- Wisconsin Administrative Certification: Director of Special Education and Pupil Services (#80).

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Advanced work in educational/behavioral assessment/curriculum.
- Multi-categorical certification/experience.
- Bilingual/bicultural skills.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Demonstrates an understanding and use of equitable and culturally responsive practices.

- Ability to effectively plan, organize and manage time.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to maintain confidentiality in all tasks.
- Ability to work independently with minimal supervision.
- Ability to learn and adapt quickly as situations change.
- Ability to work effectively with individuals and groups.
- Broad and current knowledge in the areas of special education programming, law, and procedures.
- Evidence of competencies in classroom behavior management, educational/behavior assessment and evaluation, curriculum, and parent training.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to travel to multiple District buildings in compliance with District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Ability to assist with the implementation, oversight, and monitoring of the District's Equitable Multi-Level System of Support (EMLSS).

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office environment and moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- Frequently required to talk and listen.
- Must be able to sit for extended periods of time.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.