

Assistant Director
Job Description

- TITLE: Assistant Director of Special Education Programs and Services
- QUALIFICATIONS: Type 75 Administrative Certificate and either a Type 73 Related School Service Personnel Certificate or Type 10 Illinois Certificates in two or more areas of Special Education or Learning Behavior Specialist I
Experience must include at least three years as a special education teacher, administrator, and/or related service.
Knowledge of federal and state special education laws, regulations and funding concepts.
- REPORTS TO: Director of Special Education
- SUPERVISES: Supervision may include:
Coordinators of Special Education
Opportunity School Principal
School Service Personnel
Secretaries
Teachers/Speech Therapists
Occupational/Physical/Music Therapists
Program Assistants
Coordinates and supervises all information technology personnel and programs.
- FUNCTION: Under delegated authority from the Director of Special Education to plan, organize and direct the operation of assigned KCSEC programs and services.
- RESPONSIBILITIES: Recommends employment and dismissal of staff through the Director to the KCSEC Governing Board.
- Makes staff assignments with approval from the Director for those programs under his/her supervision.
- Recommends budget levels and initiates expenditures in approved budgets for KCSEC programs and services.

Prepares and makes recommendations to the Director and Governing Board for program descriptions, standards, changes and improvements.

Plans and directs on-going staffing and annual review process for each student assigned to KCSEC classes.

Recommends instructional materials to be used in KCSEC classes.

Attends scheduled staffings for students who may be eligible for KCSEC instructional services, when and where requested.

Ensures that all IEP procedures are complete prior to placement of a student in a program under his/her direction consistent with Rules and Regulations.

Provides expertise for new and innovative program options.

Attends all meetings called by the Director.

Represents KCSEC at community agency forums.

A. Administration

1. Develops, implements and monitors Kendall County Special Education Cooperative procedures and programs consistent and compatible with the Administration Code for Special Education, School code and other applicable laws and regulations.
2. Coordinates and participates in IEP staffings and annual reviews and facilitates the compilation of documentation for student records.
3. Evaluates teacher and other program personnel performance by doing annual formal evaluations and periodic informal evaluations.
4. Recruits, interviews and selects teachers and other personnel.
5. Facilitates communication regarding transportation requirements to each district Transportation Coordinator.
6. Writes Federal and State grants.
7. Completes State forms regarding personnel, child count, summer school and any other ISBE generated document.
8. Participates in due process activities as needed.

9. Develops handbooks (staff, student, parent) and revises annually.
10. Coordinates activities with central office personnel.
11. Coordinates programs as needed.
12. Performs other duties and assumes other such responsibilities as may be assigned by the Director of Special Education.
13. Defines the qualitative and quantitative standards for KCSEC programs and services.

B. Supervision

1. Supervises assigned classroom teachers and other KCSEC personnel.
2. Facilitates, coordinates and participates in placement of students in private and public education programs outside Kendall County.
3. Develops, implements, directs, evaluates and revises specialized curriculum used in Kendall County Special Education Cooperative programs.
4. Advises parents, regular and special education teachers in proper programming of students.
5. Assists in developing continuity of comprehensive programs and services.
6. Assists teachers in long and short range planning and scheduling.
7. Monitors teachers and other program personnel in the adaptation and evaluation of instructional materials and curriculums.
8. Assists personnel in the improvement and updating of methods, materials, and techniques for his/her professional area.
9. Orients staff to the policies, procedures and philosophy of the Cooperative and school district(s).
10. Provides pupil services including intake services, IEP's, annual reviews, classroom assignments, and student schedules.
11. Observes specific students/classrooms and makes recommendations.

C. Inservice

1. Provides a continuous inservice program designed to improve the professional staff.
2. Researches, plans and coordinates in-service training programs for administrators, parents, regular teachers, special education teachers, etc. in understanding special education students.

D. Communication

1. Provides on-going communication with district and Cooperative personnel as well as with parents.
2. Interprets and disseminates information regarding state/federal rules and regulations.
3. Informs the Director of student progress, teacher and other personnel effectiveness, and program development.
4. Attends Governing Board meetings and presents information when requested by the Director or the Governing Board.
5. Prepares and reviews news releases and publications.
6. Other duties as assigned.

E. Evaluation:

Annually by the Director of Special Education.