

Indicators of Performance  
Assistant Director

A. Administration

1. Develops, implements and monitors Kendall County Special Education Cooperative procedures and programs consistent and compatible with the Administrative Code for Special Education, School Code and other laws and regulations.
  - 1.01 Consults and correctly interpreters the Administrative Code for Special Education, School Code and other laws and regulations.
  - 1.02 Provides consultative services to district and KCSEC programs, staff and administration.
  - 1.03 Obtains information and guidance from other appropriate resources (i.e., Director of Special Education, Regional Office of Education, Professional Development Alliance, SELA, IAASE and ISBE).
2. Coordinates and participates in IEP staffings and annual reviews and facilitates the compilation of documentation for student records.
  - 2.01 Establishes a monthly schedule, which allows regular contact with building personnel and has sufficient flexibility.
  - 2.02 Facilitates written and verbal communication necessary to schedule reviews of behavior, IEP meetings and annual reviews.
  - 2.03 Facilitates the compilation of student records including file organization, state forms and class rosters.
3. Evaluates teachers and related service personnel and other program personnel performance by doing annual formal evaluations and periodic informal evaluations.
  - 3.01 Establishes a timely schedule of formal teacher and other program personnel evaluations consistent with contractual obligations.
  - 3.02 Maintains regular informal classroom/teacher and other program personnel observations.
  - 3.03 Provides written and verbal evaluation feedback with appropriate personnel recommendations.
4. Recruits, interviews and selects teachers and other personnel.
  - 4.01 Facilitates contacts with universities and potential candidates through written and verbal contacts.

- 4.02 Conducts interviews for KCSEC vacancies or assigned buildings at the district level.
- 4.03 Facilitates the completion of employment forms for personnel records, certification and benefits as appropriate.
- 5. Facilitates communication regarding transportation requirements to each district transportation coordinator.
  - 5.01 Provides class lists and new student information that facilitates the timely implementation of student transportation.
  - 5.02 Communicates individual transportation requirements as in student IEP's.
- 6. Writes Federal and State grants.
  - 6.01 Provides written and verbal input to assist in the planning for grant writing.
  - 6.02 Completes sections of the grant for final approval.
- 7. Completes State forms regarding personnel, child count, summer school and any other ISBE generated document.
  - 7.01 Provides data for the completion of ISBE forms to meet deadlines.
  - 7.02 Completes ISBE forms.
- 8. Participates in due process activities as needed.
  - 8.01 Consults and provides information to district administrators and Director of Special Education to assist decision-making.
  - 8.02 Prepares due process case materials for hearing officer.
  - 8.03 Prepares, consults and coordinates materials and personnel for the due process hearing.
- 9. Develops handbooks (staff, student, parent) and reviews annually.
  - 9.01 Assesses needed revisions to handbooks and guidelines and completes changes prior to the start of the school year.
  - 9.02 Develops handbooks and guidelines.
- 10. Coordinates activities with central office personnel.
  - 10.01 Establishes priorities and goals with school personnel for program observations.
  - 10.02 Schedules and facilitates staff visitations including the provision of substitutes.

11. Coordinates programs as needed.
  - 11.01 Coordinates and facilitates the establishment of staffing notices insuring opportunities for participation and communication.
  - 11.02 Participates in establishing committees and the completions of committee projects.
12. Performs other duties as assigned by the Director.
  - 12.01 Meets accepted standards of professional behavior in participating and performing assigned duties.

B. Supervision

1. Supervises assigned classroom teachers, school service personnel and other KCSEC personnel.
  - 1.01 Observes classroom activities and teaching methods on a regular basis both informally and formally.
  - 1.02 Consults with staff in developing professional methods and materials.
  - 1.03 Communicates effectively, verbally and in writing following staff evaluation procedures and timelines.
  - 1.04 Schedules and attends team meetings.
2. Participates in placement of students.
  - 2.01 Reviews available records and information.
  - 2.02 Schedules participation in team meetings, IEP's and behavior conferences.
  - 2.03 Completes classroom observations of students.
3. Develops, implements, directs, evaluates and revises specialized curriculum used in Kendall County Special Education Cooperative programs.
  - 3.01 Establishes committees to develop and revise curriculum.
4. Advises parents and regular and special education teachers in proper programming of students.
  - 4.01 Provides suggestions for home and school activities to assist in intervention and remediation of skills and/or behavior.
  - 4.02 Provides consultative services in determining eligibility criteria and program guidelines.
5. Assists in developing continuity of comprehensive programs and services for KCSEC programs and services.

- 5.01 Assesses plans and prepares ways to guarantee a comprehensive continuum of programs and services.
- 5.02 Completes ISBE program deviations as needed.
- 6. Assists teachers and other program personnel with regard to long and short range planning and scheduling.
  - 6.01 Reviews lesson and therapy plans for IEP's to assess planning and scheduling.
  - 6.02 Consults with staff regarding the implementation of IEP's and services in the least restrictive environment.
- 7. Monitors and assists teachers and other program personnel in the adoption and evaluation of instructional materials, testing protocols, and curriculum.
  - 7.01 Approves purchase orders for KCSEC staff.
  - 7.02 Provides recommendations for instructional and testing materials.
- 8. Assists personnel in the improvement and updating of methods, materials and techniques for his/her professional area.
  - 8.01 Provides personnel with access to inservice activities including visitations, workshops, written material and conferences.
  - 8.02 Consults with staff and shares information and ideas.
  - 8.03 Conducts inservice training for staff.
- 9. Orients staff to the policies, procedures and philosophy of the Cooperative and school district (s).
  - 9.01 Conducts a new teacher, school service personnel, and other program personnel orientation on policies, procedures and philosophy.
  - 9.02 Upholds and enforces ISBE regulations, School Student Records Act, district policy and other related documents.
- 10. Provides pupil services including intake services, IEP's, annual reviews, classroom assignments, and student schedules.
- 11. Observes specific students/classrooms and makes recommendations.

D. Inservice

- 1. Provides a continuous inservice program designed to improve the professional staff.
  - 1.01 Assesses plans and prepares ways to meet staff needs.
  - 1.02 Provides input for the completion of the inservice grant.

- 1.03 Coordinates and facilitates inservice workshops consistent with identified needs.
2. Researches, plans, coordinate in-service training programs for administrators, parents, regular teachers, special education teachers, etc., in understanding special education students.
  - 2.01 Assesses plans and prepares ways to meet staff needs.
  - 2.02 Provides input for the completion of the inservice grant.
  - 2.03 Coordinates and facilitates inservice workshops consistent with identified needs.

D. Communication

1. Provides on-going communication with district and Cooperative personnel as well as with parents.
  - 1.01 Is a positive force when interpreting school programs or policies to students, staff and parents.
  - 1.02 Makes constructive suggestions for school/program improvement to appropriate personnel and participates in change of activities.
2. Interprets and disseminates information regarding state/federal rules and regulations.
  - 2.01 Provides resource services to district and Cooperative personnel on information concerning state/federal rules and regulations.
  - 2.02 Presentations of information reflect updates current interpretations and materials.
3. Informs the Director of student progress, staff effectiveness, and program development.
  - 3.01 Establishes and maintains regular communication with the Director verbally and in writing.
  - 3.02 Attends administrative team meetings.
4. Attends and presents information when requested by the Director or the Governing Board.
  - 4.01 Communicates effectively, verbally and in writing with the Governing Board.
  - 4.02 Plans and presents information in a timely manner.

5. Prepares and reviews news releases and publications.

5.01 Regularly submits or arranges for news releases on KCSEC programs and services.

6. Other duties as assigned.

Evaluation: Annually by the Director of Special Education or designee.