

ASSOCIATE DIRECTOR OF SPECIAL EDUCATION

- TITLE:** Associate Director of Special Education
- REPORTS TO:** Director of Special Education
- SUPERVISES:** Special Education Achievement and Compliance Coaches, related service personnel and other staff as assigned
- JOB FUNCTION:** To facilitate, coordinate and monitor implementation, operations and evaluation of special education programs

MEASURES OF SUCCESS:

- Increase growth and achievement for students with disabilities, with a focus on growth in co-teaching classrooms.
- Increase use of high yield instructional strategies and various co-teaching models in co-teaching classrooms.
- Increase post-secondary outcomes for students with disabilities.
- Increase or maintain compliance with state and federal regulations related to special education.

DUTIES AND RESPONSIBILITIES:

- Assist in implementing departmental objectives, standards and policies; measure performance against objectives to update plans.
- Assist in monitoring the special education staffing plan to assure attainment of objectives; make or recommend changes as appropriate.
- Coordinate activities with other District departments and staff
- Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
- Develop and maintain a strong knowledge base in special education law, due process,

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programs, services, best practices, and other related areas.

- Assist in the design and monitoring of special education programs to ensure compliance with State and Federal guidelines.
- Assist the Director in developing budgets and staffing projections.
- Assist in developing, implementing and monitoring procedures to ensure compliance with federal, state and local regulations.
- Develop, coordinate, and provide on-going professional development activities for special education and general education staff.
- Assist the Director with preparing federal and state reports.
- Develop, implement and/or obtain resources, services, and/or special programs for students with disabilities as identified in the Individual Education Program (IEP).
- Supervise and evaluate assigned staff.
- Provide leadership and assistance to schools with programming for students, curriculum implementation, material selection, and feedback for decision making to instructional staff and administration.
- Assist the Human Resources Department with special education staff by assuring equal employment opportunity in the hiring, promotion or transfer of department personnel in all job categories.
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at a novice level of proficiency.
- Maintains regular attendance
- Performs other duties as assigned

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

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- Masters Degree and five (5) years of successful experience in special education.

LICENSES AND OTHER REQUIREMENTS:

- Kentucky Teaching Certification in a field of Special Education
- Director of Special Education (preferred) or Exceptional Child Consultant
- Minimum of five (5) years of experience. Must have extremely strong and effective public relations skills, and the ability to get along and work with people.
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Original Date: _____

Revision Date: 07/1995

Revision Date: 07/2012

Revision Date: 04/2018