

ASSOCIATE DIRECTOR OF SPECIAL EDUCATION FOR ASSESSMENT

- TITLE:** Special Education Administrator for Assessment
- REPORTS TO:** Director of Special Education
- SUPERVISES:** School Psychologists, Diagnosticians and other staff as assigned
- JOB FUNCTION:** To facilitate, coordinate and monitor the implementation, operation and evaluation of assessment practices; to supervise the service delivery of school psychologists as related service providers for special education programs.

MEASURES OF SUCCESS:

- Increase accuracy in identification of students with special needs.
- Decrease over-identification of students from specific populations (ethnicity/gender) through collaboration with general education and response to intervention.
- Increase competency of evaluators through professional development in new evaluation instruments/strategies and fidelity checks.
- Increase post-secondary outcomes for students with Autism.

DUTIES AND RESPONSIBILITIES:

- Assist in implementing departmental objectives, standards and policies; measure performance against objectives to update plans.
- Assist in developing and monitoring the special education staffing plan to assure attainment of objectives; make or recommend changes as appropriate.
- Develop and maintain a strong knowledge base in special education law, due process, programs, services, best practices, and other related areas.
- Coordinate activities with other District departments and staff.

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- Lead Autism Support Team and coordinate professional learning for evidence based practices and family engagement opportunities.
- Coordinate activities with District departments and staff.
- Meet with staff to resolve issues, to 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, programs, services, best practices, KERA and other related areas.
- Maintain knowledge of current and evolving assessment practices and instruments.
- Assist in the design, implementation, and monitoring of special education programs to ensure compliance with federal and state regulations and local policies and procedures.
- 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 section, and compliance with all mandated requirements.
- Assist the Human Resources Department with special education staff by assuring equal employment opportunity in the hiring.
- 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

SPECIAL EDUCATION ADMINISTRATOR FOR ASSESSMENT

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:

- Education Specialist or Ph.D. and five (5) years of successful experience as a school psychologist.

LICENSES AND OTHER REQUIREMENTS:

- Kentucky Certificate as a school psychologist
- Director of Special Education certification (preferred)
- Minimum of five (5) years experience. Must have extremely strong and effective public relations skills, and the ability to get along and work with people.

<p><i>Original Date:</i> _____</p> <p><i>Revision Date:</i> <u>02/2001</u></p> <p><i>Revision Date:</i> <u>07/2012</u></p> <p><i>Revision Date:</i> <u>04/2018</u></p>
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