

ASSISTANT DIRECTOR OF SPECIAL EDUCATION



Department:	Special Education
Reports To:	Director of Special Education
Group/FLSA Status:	Administrator / Exempt (Administrative)
Revised:	7/17/2019

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Assistant Director of Special Education provides leadership and assists member districts in implementing special education services for students birth to age 21; in conformance to District, State and Federal objectives; serves as a resource to SWWC and school personnel;

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Provides leadership and assists member districts in complying with District, State and Federal rules/regulations pertaining to students with disabilities;
- Provides input on strategic planning;
- Evaluates staff; provides feedback and informs Director of Special Education or Regional Director of Special Education when corrective action is necessary;
- Provides input on various employment functions such as recruitment, hiring, evaluation or termination;
- Provides specialized staff development activities for those working with students with disabilities;
- Collaborates with school district administration and provides leadership, coordination and resources to special education staff and special service programs; attends district and SWWC administrative team meetings;
- Assists in ensuring adherence of due process procedures as defined by state and federal law pertaining to special education students, monitors appropriate paperwork is completed in a timely manner and processes and procedures are followed; attends IEP meetings as the administrator when necessary;
- Provides good public relations and customer service with member districts, staff, parents, MDE and the general public and conducts staff meetings to convey information and feedback to staff;
- Interprets for each school district issues relating to: special education due process procedures; compliance with state and federal laws; educational programming for students with disabilities; identification of students with disabilities, ages birth-21; inclusion; web-based special education forms;
- Enforces all policies and regulations;
- Plans and conducts regularly scheduled information meetings with district level special education staff and SWWC staff;
- Assists in MDE due process and fiscal monitoring and follow up;
- Acts as a liaison between school districts and various service agencies within the service area; consults with school personnel and parents of children with disabilities regarding appropriate programming and/or follow up services and assures appropriate reporting to parents;
- Assists alternative dispute resolution meetings;
- Participates in local, state and regional meetings;
- Assists school district administrative teams in the screening, interviewing, assignment and evaluation of special education personnel;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of a Director of Special Education;
- Comprehensive knowledge of special education laws, rules, regulations, and procedures;
- Thorough knowledge of leadership and management principles;
- Ability to hire and supervise staff effectively;
- Ability to demonstrate confidentiality and function under very stressful situations;
- Ability to deal with and resolve difficult problems;
- Ability to interpret and apply guidelines, policies, and procedures consistently;
- Ability to process and use complicated data;
- Ability to communicate effectively and professionally both orally and in writing;
- Ability to present to small groups and large groups;
- Ability to write reports and correspondence;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Master's degree;
- Considerable experience in a job-related field.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Minnesota Licensure as Director of Special Education from Department of Education;
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under general direction of the Director of Special Education;
- Responsible for supervision of Special Education staff, consisting of a medium group of employees.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required;
- Work may require long hours including early morning, evening, and weekend activities;
- This is sedentary to light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.