



**David Douglas School District #40
Licensed Job Description
Administration**

JOB TITLE: Asst. Director of Student Services-Special Education

Reports To: Director of Student Services

Job Purpose Statements: Responsible for supervision, evaluation, and coordination of the instructional activities of special education personnel, including program design, implementation and evaluation of program goals and objectives for early childhood special education.

Essential Job Functions:

- **Submit** budget information to Director of Student Services, based upon previously established guidelines and priorities and to participate in the continuing development of that budget.
- **Assist** the Director of Student Services, in preparing and implementing program/service objectives for the section(s).
- **Work** with other District departments and other agencies.
- **Implement** and **monitor** programs and services in sectional programs as approved with the immediate supervisor.
- **Assist** with the purchase and monitoring of instructional materials for program sections to assure appropriateness of selections to meet student needs.
- **Provide** agency, department, program and District information to the immediate supervisor.
- **Make** recommendations to the Director of Student Services, regarding selection, assignment, and other personnel matters relating to staff.
- **Evaluate** the personnel within the section(s) and to develop and implement staff improvement plans as needed.
- **Assist** the Director of Student Services, in the management of section(s), according to written Administrative Guidelines.
- **Assist** the Director of Student Services, in the administration of rules, regulations and procedures within the policy structure of the District for the operation of that section(s).
- **Observe** instructional activities in classrooms and/or itinerant staff.
- **Provide** instructional supervision to staff in planning academic and behavioral programs for individual children.
- **Meet** with school district personnel and related agency personnel as directed.
- **Assist** in processing referrals and follow-up activity concerning students.
- **Keep** the Director up-to-date and informed on all decisions and actions (verbal and written) affecting the program.
- **Attend** Special Education Advisory Committee meetings and disseminate information regarding programs.
- **Conduct** staff meetings.
- **Manage** collective bargaining contracts within the section according to written administrative guidelines.
- **Perform** related duties as assigned by the Director which are indicated to assure effective program outcomes.
- **Adhere** to the policies of the District and procedures of the department and/or section.

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Other Job Functions:

- **Act** as a resource person.
- **Attend** staff and administrative meetings.
- **Maintain** records and write reports.
- **Conduct** parent conferences as needed.

Job Requirements-Qualifications:

Experience Required: Experience in teaching Early Intervention/Early Childhood Special Education including consultation and lead teaching duties.

Skills, Knowledge and/or Abilities Required:

- Ability to objectively evaluate and document student learning, staff performance and the achievement of program objectives.
- Have the emotional and physical stamina to perform duties as required by the designated task, except for temporary disability.
- Effective and strong oral/written communication skills in order to work collaboratively with a variety of school and community personnel and parents of students with disabilities.
- Knowledge of computer skills for word processing with ability to write/analyze/compile data for required reports.
- Knowledge, training or experience in computer-assisted instruction, instructional computer software.
- Ability to organize and prioritize multiple projects or daily assignments and meet multiple timelines as requested by the Director of Student Services.
- Ability to be flexible and fluid with schedule or meeting changes.
- Ability to coordinate and collaborate well with local education agencies and outside agencies.

Educations/Licenses Required: Master's Degree. Eligible for appropriate administrative license; valid driver's license and evidence of insurability; and Criminal Justice fingerprint clearance.

Multi-Cultural preferred.

Bi-Lingual preferred.

Terms of Employment: 260 days per year. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.