

**Assistant Director Special Education
New Hanover County Schools**

Job Description

Class: Administrative
Dept: Special Education

TITLE: Assistant Director

QUALIFICATIONS:

1. Master's degree in Education, N.C. Exceptional Child Program Administrator Certificate or equivalent combination of education and experience.
2. Five to seven years experience with special education programs.
3. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Executive Director of Special Education and Related Services

JOB GOAL: To assist the director with monitoring and supervising programs, personnel and services for students in the New Hanover County Schools system with special needs in compliance with federal, state and local regulations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to special education.
2. Assist the director with planning, developing and implementing a comprehensive program for students with disabilities, which assess needs of students. Help establish objectives and priorities, delegate responsibilities to staff, develop strategies to achieve objectives and evaluate programs.
3. Provide consultation to program administrators; consult with centrally based staff and school based staff on individual cases and on interpretation of federal, state and local policies and procedures.
4. Assist in developing and implementing standards, policies and procedures related to exceptional child services; help develop short and long range goals; monitor the progress of various services; make recommendations for changes addressing policy monitoring and audits.
5. Coordinate with local agencies, parents and school personnel to resolve problems and secure needed resources and services.

6. Assist the director to work in conjunction with the State Department of Public Instruction, the Office for Civil Rights and other various agencies to meet the needs of students; prepare and monitor contracts with individuals and agencies for special services not available through the school system; ensure compliance of programs with federal, state and local regulations.
7. Respond to calls and correspondence regarding all programs and services offered by the Special Education Department. Coordinate complaint investigations as assigned.
8. Assist with budget preparation for the special education programs specifically related to time-certain position allocations; coordinate with other departments or agencies to ensure maximum services; monitor expenditures of approved budget.
9. Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.
10. Perform other duties and responsibilities as requested by the Executive Director of Special Education.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: Central Office Salary Schedule SA 3

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved special education programs, services and activities.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.

- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.