



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

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Director of Special Services

Primary Function

Administer, coordinate, and supervise Special Education, Section 504, McKinney-Vento Homeless Act, and Health Services.

Organizational Relationships

The Director of Special Services reports directly to the Superintendent.

Qualifications

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment.
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student, and co-worker relationships.
- Ability to physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Ability to handle all district information with confidentiality

Performance Responsibilities

1. Assist the Superintendent in providing leadership to the implementation of instructional programs and coordination of resources for students receiving support from special services
2. Maintain knowledge of current research and evidence-based practices in delivering comprehensive services to diverse learners.
3. Remain current with legal requirements governing Special Education, Section 504, McKinney-Vento, and health services
4. Engage in problem solving with building level teams to remove barriers to inclusive practices
5. Support and guide teams in managing complex IDEA, Section 504, McKinney-Vento, and health issues
6. Oversee coordination of transportation for special populations and problem solve as needs arise
7. Provide oversight to the processes for early identification of students with special needs
8. Support building administrators with complex disciplinary issues, monitor out of school suspensions and report to Superintendent
9. Provide oversight to school health practices including, but not limited to, Health Plans, Life Threatening Food Allergy (LTFA) plans, and concussion protocols

10. Oversee coordination of mandated trainings for school personnel
11. Plan professional development opportunities aligned to the District's strategic plan
12. Assist in recruitment, selection, and recommending for hiring of special education and health services personnel.
13. Establish and maintain effective work relationships with the administration, faculty, and community
14. Performs other managerial and individual assignments as the Superintendent may direct.

Terms of Employment

12-month position (260 work days) from July 1st to June 30th with twenty (20) vacation days.

Performance Evaluation

Performance of this job will be evaluated in accordance with the Administrator Evaluation Plan.