

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Administration: Assistant Director of Special Education

Section Title: Job Description

Sub-Section 304.4a

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The assistant director of special education shall have the following general functions:

1. Assist in establishing programs, goals and direction in accordance with the district's strategic plan.
2. Assist in coordinating, planning and meeting the district's special education staffing needs.
3. Assist in providing appropriate special education training and professional development as needed.
4. Assist in leading, developing, implementing and evaluating data-driven plans for increasing student growth and achievement.
5. Assist in coordinating specialized educational services to all appropriately identified students with disabilities.
6. Provide instructional and other program personnel supervision and evaluation as assigned by the director.
7. Assist in managing federal and state revenue as well as any special grants designated as financial resources to students with disabilities.
8. Assist in ensuring the appropriate implementation of due process procedures pertaining to identification, referral, comprehensive evaluation, instructional planning and review procedures as outlined with Individuals with Disabilities Education Act.
9. Assist in managing the appropriate implementation of record keeping and file management procedures throughout the district as they pertain to those guidelines established within the Family Educational Rights and Privacy Act.
10. Assist with facilitating communication between the special education program and all other district entities.
11. Assist with the appropriate coordination and communication between schools and those community and state agencies providing services to students with disabilities.
12. Assist with facilitating the special education program ensuring the continued development of appropriate instructional sequences, curriculum development and general professional growth.
13. Perform other tasks as assigned by the director of special education.

Legal Reference: I.C. § 33-513 Professional Personnel

Adopted: 3/14/22

Amended:

Reviewed: