

<div>St. Tammany Parish School Board</div> <div>Department of Human Resources</div> <div>JOB DESCRIPTION</div>	<div>Division: Students with Exceptionalities Department</div>
<div>Title: Assistant Director of Students with Exceptionalities (FLSA: Exempt)</div> <div>Performance Responsibilities</div> <div><div>Design and Evaluation - Assumes responsibilities for the design and evaluation of the Students with Exceptionalities Program.</div><div><div>Assists in setting up new Students with Exceptionalities Programs</div><div>Assists in preparation of the annual program plus</div><div>Assists in monitoring Students with Exceptionalities Programs</div></div><div>Leadership-Assumes leadership in coordinating the Students with Exceptionalities Program.</div><div><div>Under the supervision of the Director of Students with Exceptionalities, coordinates Students with Exceptionalities Programs.</div><div>Assists in supervising existing Students with Exceptionalities Programs.</div><div>Performs any other duties as assigned by the Director of Students with Exceptionalities or the Superintendent.</div></div><div><div>Management - Initiates activities necessary to maintain an effective Students with Exceptionalities Program.</div><div><div>Manages operation of the Students with Exceptionalities Office.</div><div>Supervises the Students with Exceptionalities clerical personnel.</div><div>Assists in recruiting and interviewing personnel.</div><div>Assists in compiling, maintaining, and filing reports, records and documents.</div><div>Manages operation of the LANSER program.</div><div>Does a child count each nine weeks.</div><div>Coordinates updating of class rosters (drops and adds).</div><div>Assists with transportation problems.</div><div>Assists with placement problems.</div></div><div><div>Student Services - Initiates practices designed to promote the success and well being special of students.</div><div><div>Coordinates the Educational Advocate (Surrogate Parent) Recruiting and Training Program to insure and protect the educational rights of special students.</div><div>Coordinates applying to State Department for Certificate of Achievement.</div></div><div><div>School - Community Relations - Initiates practices designed to provide for effective school community relations.</div><div><div>Prepares and disseminates reports and information about the Students with Exceptionalities Programs as needed.</div><div>Serves as a resource person to those wishing to know about the Students with Exceptionalities Programs.</div><div>Works with parents, teachers, and principals to solve any problems related to communication, interpretation, or implementation of Students with Exceptionalities services.</div></div><div><div>Professional Development - Plans for professional self development.</div><div><div>Uses evaluations to grow professionally.</div><div>Participates in activities that will facilitate professional growth and development.</div><div>Makes use of recommendations for improvement.</div></div><div><div>Minimum Qualifications:</div><div><div>U.S. Citizen or authorized alien</div><div>Requirements as outlined in Bulletin 746 for Supervisor of Special Education preferred</div><div>Valid Louisiana Teaching Certificate or Ancillary Certificate.</div><div>Certified in at least one area of Special Education or appropriate Ancillary Certificate.</div><div>Three years successful education experience.</div><div>Master’s Degree</div><div>Physical and mental stamina and ability to perform job functions, tasks and duties.</div></div><div><div>Terms of Employment:</div><div>Twelve months</div></div><div><div>Reports to:</div><div>Director of Students with Exceptionalities or designee</div></div><div><div>Supervises:</div><div>Clerical personnel; assists in supervision of all Students with Exceptionalities programs and personnel.</div></div><div><div>Signature of Evaluatee:</div><div><div></div><div>Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.</div></div></div><div><div>Printed Name of Evaluatee:</div><div></div></div><div><div>Evaluatee’s Employee Identification Number:</div><div></div></div><div><div>Date:</div><div></div></div><div><div>Signature of Evaluator:</div><div><div></div><div>Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.</div></div></div><div><div>Original - Human Resources Department</div><div>Copy - Supervisor</div><div>Copy - Employee</div><div>(Rev. 4/2021)</div></div></div></div></div></div></div></div>	