

Job Title:	Assistant Director, Student Support Services	Job Code:	3024
Job Family:	Certified	FLSA Status:	Exempt
Pay Program:	Administrative	Pay Range:	L 15
Typical Work Year:	10 months		

SUMMARY: Provide knowledge, guidance, and support of building level administrators and Student Support Services staff for students with special learning and behavioral challenges in the area of professional development, programming, and service delivery to increase student achievement. Provide assistance and support to the Executive Director and Director of Student Support Services in the development, implementation and evaluation of department goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide leadership in the development of a continuum of services for students with disabilities and strategies to increase achievement and the graduation rate of students with disabilities. Provide knowledge, guidance, and support to building level administrators and Student Support Services staff for students with special learning and behavioral challenges in the areas of professional development, programming, and service delivery to increase student achievement.	D	25%
2. Provide assistance and support to the Executive Director and Director of Student Support Services in the development, implementation, and evaluation of department goals. Build and maintain relationships with administrators and special education staff (school and district-based) in order to provide guidance, support, and knowledge around priority department-wide goals.	D	15%
3. Problem solve with individual providers, teams, and building level administrators to ensure quality programming for students with special needs in accordance with district, state and federal guidelines. Assist in the planning, implementation and evaluation of new programs and/or the modification of existing programs to meet the unique learning needs of students, including the promotion of least restrictive placement options whenever possible. Collaborate with Student Support Services specialists and coordinators to assure consistent provision of services district wide. Advocate for the allocation of resources based on programming needs.	D	20%
4. Coordinate the implementation of professional development plans for all staff. Support the development and monitoring of professional development activities focusing on district, state and federal Individuals with Disabilities Act (IDEA) and the Every Student Succeeds Act (ESSA) requirements for responsible department.	D	15%
5. Support the oversight for IDEA and ESSA compliance for populations with Student Support Services.	M	10%
6. Supervise/support specialists and other department staff.	D	5%
7. Assist in developing, implementing, and monitoring yearly FTE allocations and para educator hours to ensure compliance and equity of resources. Assist in development of a district budget to meet the required needs of the disabled student population. Assist in the preparation and submission of all reports required for state and federal government.	A	5%
8. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master’s degree in Education plus additional course work required for certification or licensure.
- Minimum of three (3) years of experience in the field of public school special education.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Colorado Principal’s License required; Special Education Director Certification preferred at hire.
- Valid Colorado Teacher’s License required.
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of legal issues and requirements related to special education.
- Knowledge of special education programs and services.
- Demonstrated skills in facilitation, conflict resolution and adult learning.
- Demonstrated skills in data gathering and analysis, project planning and evaluation.
- Demonstrated skills in working with district staff, parents and students on issues related to discipline and curriculum implementation.
- Effective oral and written communication skills.
- Word-processing skills and knowledge of student information systems.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Student Support Services Executive Director	3095

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			
	Significant Support Needs Specialist	2	174090
	Behavior Specialist	4	5027
	Special Education Instructional Specialist	3-4	1700SE
	Student Support Svcs Coord. Independence Academy	1	090720
	Student Support Services Coordinator	1	4120
	Student Support Services Mental Health Coordinator	1	4125

- Supervisory responsibilities include hiring, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participates in developing, administering, and coordinating district budgets for Special Education and Medicaid Program.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	