



## **Assistant Director - Special Education**

**Department:** Special Services

**Contract:** 225 Days

**Supervisor:** Director of Special Services

**Status:** Exempt

### **Position Overview**

Under the direction of the director of special services, the assistant director of special education is responsible for oversight of the day-to-day functions of the district's special education programs. This person evaluates the performance of licensed and non-licensed special education personnel and supervises specific programs within the school district, including the 18-21 transition program. The assistant director of special education ensures compliance with due process laws, practices, and procedures through technical assistance to staff, parents, and others as required.

### **Essential Duties and Responsibilities**

- Provides day-to-day administrative oversight of the district's special education programs and services.

Tasks involved in fulfilling above duty/responsibility:

- Provides administrative oversight of district special education programs.
- Serves as the district representative, empowered to make decisions and commit district resources, at special education staffings.
- Leads the recruitment and retention of licensed special education staff.
- Evaluates licensed special education staff in collaboration with building principals.
- Consults with building principals regarding special education student needs and emergency situations.
- Assists the director in coordinating and overseeing extended year programs.
- Assists the director in analyzing, developing, and modifying special education programs to meet the needs of students.

- Provides consultation, coaching, and technical assistance to school staff, parents, and others regarding special education due process laws, rules, policies, and practices. Ensures compliance of special education due process laws, rules, policies, practices, and procedures.

Tasks involved in fulfilling above duty/responsibility:

- Determines the need for and facilitates staff development for special education staff on due process requirements, procedures, forms, etc. Works with new staff to acquaint them with district procedures and practices.
- Provides information to parents regarding the referral/assessment process, special education services available within the district, and their rights relative to special education.
- Consults and problem-solves with building principals and special education staff regarding difficult and/or potentially litigious special education issues.
- Monitors compliance with special education due process requirements, staff caseloads, and continuum of services within the district.
- Routinely reviews and audits student Individual Education Plans to ensure compliance.



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- Performs other comparable duties of a like or similar nature as apparent or assigned.

Tasks involved in fulfilling above duty/responsibility:

- Attends training sessions, conferences, seminars, and department and district meetings.
- Serves on district committees, task forces, work groups, etc., as requested.
- Facilitates the meetings of the Special Education Advisory Council (SEAC).
- Keeps abreast of changing developments, trends, and instructional and educational technologies.

## Requirements & Qualifications

A master's degree or higher in special education or a related field, with post-graduate coursework in special education administration is required. A Minnesota license as a director of special education and a Minnesota license from the Board of Teaching in a special education field is required. In addition, a minimum of five years of supervisory experience in the field of special education is required.

Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:

- Comprehensive knowledge of the principles, practices, and procedures of school administration;
- Comprehensive knowledge of issues related to special education law, finance, and due process; thorough skill establishing policies and procedures to adhere to changing laws and regulations; thorough skill supervising and evaluating the work of staff; ability to make arithmetic computations using whole numbers, fractions, and decimals; ability to compute rates, ratios, and percentages; ability to understand financial reports. Ability to develop and present ideas effectively, orally, and in written form.

## Organizational Relationships

The assistant director of special education reports directly to the director of special services.

The assistant director of special education shares in the supervision and evaluation of coordinators, special education teaching and support staff district-wide.

## Equal Employment Opportunity Employer

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.