

## Assistant Director of Special Services

### Purpose Statement

The job of Assistant Director of Special Services is done for the purpose/s of assisting in directing special education programs and services; providing information and serving as a resource to others; and achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines.

This job reports to Director of Special Services

### Essential Functions

- Assists in monitoring budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Assists in managing the special education department (e.g. ensures IDEA mandates, staff professional development, quality services, customer service, etc.) for the purpose of delivering services which conform to established guidelines.
- Collaborates with human resources to perform personnel functions (e.g. recruitment, interviewing, hiring, evaluating, supervising, possible termination, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Collaborates with internal and external personnel (e.g. other administrators, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Consistent interaction with students for the purpose of educating students.
- Coordinates program components, support needs and material for the purpose of delivering services which conform to established state and district guidelines.
- Facilitates and/or participates in meetings (e.g. Board sessions, Principals' building meetings, IEPs, outside agencies, other districts, special education parent groups, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Observes teachers, students, process coordinators in the classroom environment for the purpose of ensuring quality services, program improvements, and professional development coaching.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

- Presents information (e.g. budget overviews, program overviews, best practices research, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches a variety of topics required to manage assignments (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending a plan of action that will efficiently resolve the issue.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: facilitation skills; conflict resolution skills; complex problem solving; written and oral communication; operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: speech pathologist and psychologist awareness, pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education (Minimum):** Masters degree in job-related area.

**Education (Preferred):**

**Equivalency:** .

**Required Testing**

None Specified

**Continuing Educ. / Training**

Maintain Certificate/License

**Certificates and Licenses**

Special Education Administration Certificate

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

12/19/2017

**Salary Grade**

See Administrator Salary  
Schedule

**Revised Date**

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.