

## Assistant Director of Special Education

### Purpose Statement

The Assistant Director of Special Education is responsible for providing a comprehensive education program for children who cannot sufficiently benefit from regular classroom programs. This role involves serving as a liaison on discipline issues for students and staff, providing information and resources to others, and achieving defined objectives by assisting in planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines.

### Supervisory Relationship

Reports to: Special Education Director

### Essential Functions

- **Student Placement:** Assist in the placement of special needs students from neighboring school districts to ensure their educational needs are met as per state and federal guidelines.
- **Personnel Functions:** Assist with personnel functions (e.g., interviewing, evaluating, recruiting, placement) to maintain adequate staffing, enhance productivity, and achieve budgetary objectives.
- **Meetings and Representation:** Attend meetings, workshops, seminars, education planning meetings, and child study teams (e.g., due process hearings, district liaison, special education parent groups) to identify issues, develop recommendations, support staff, and represent the District.
- **Collaboration:** Collaborate with internal and external personnel (e.g., other administrators, auditors, public agencies, community members, juvenile judge and courts, SIS, State Hospital, Police Youth Bureau, Social Services, foster care) to implement and maintain services and programs.
- **Data Compilation:** Compile data from various sources (e.g., staff, public agencies, State Three Year Plan, State Monitoring, Office of Civil Rights) to write reports, coordinate compliance efforts, analyze issues, and ensure compliance with policies and procedures.
- **Program Coordination:** Coordinate program components, support needs, and materials to deliver services conforming to established guidelines.
- **Program Implementation:** Implement assigned programs and projects (e.g., Due Process regulations and IDEA) to align with district and state curriculum and instructional objectives.
- **Department Management:** Manage the special education department in the absence of the director to ensure services and programs continue within the appropriate guidelines and directives.
- **Research and Presentation:** Research and present information on issues and trends to develop in-service training programs for Special Education and regular education staff.
- **Supervision:** Supervise programs and staff to ensure all objectives are met as outlined by district, state, and federal policies, procedures, and guidelines.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

### Job Requirements: Minimum Qualifications

#### Skills

- Operate standard office equipment and use various software applications.
- Plan and manage projects.
- Prepare and maintain accurate records.

#### Knowledge

- Perform algebra and geometry calculations.
- Read technical information, compose various documents, and facilitate group discussions.
- Analyze situations to define issues and draw conclusions.
- Understand pertinent laws, codes, policies, and regulations.
- Familiarity with personnel processes, standard business practices, program planning and development, instructional procedures, safety practices, conflict resolution, and stages of child development and behavior.

### **Abilities**

- Schedule numerous activities, meetings, and events.
- Gather, collate, and classify data.
- Work independently and flexibly with a diverse group of individuals and organizations.
- Analyze data using various processes.
- Establish and maintain effective working relationships.
- Meet deadlines and schedules.
- Set priorities and work as part of a team.
- Work with detailed information and maintain accurate records.
- Adapt to changing work priorities and communicate with diverse groups and individuals.

### **Responsibility**

Work independently under broad organizational guidelines to achieve unit objectives. Manage a department and supervise the use of funds. Utilize significant resources from other work units as needed. Continuously impact the organization's services.

### **Work Environment**

Physical demands: some lifting, carrying, pushing, and pulling; significant fine finger dexterity. Job requires 50% sitting, 25% walking, and 25% standing. Generally clean and healthy environment.

### **Experience**

Job-related experience within a specialized field with increasing levels of responsibility.

### **Education**

Master's degree in a job-related area.

### **Certificates and Licenses**

Teaching Credential

Administrator Credential

### **Continuing Education/Training**

Maintains Certificates and/or Licenses

Meets continuing education requirements

### **Clearances**

Criminal Justice Fingerprint/Background Check

### **FLSA Status**

Exempt

### **Salary Grade**

Special Ed Assistant Director

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