

Assistant Director Special Education & Related Services
New Hanover County Schools

Job Description

Class: Administrative
Division: Student Support
Dept: Special Education & Related Services

TITLE: Assistant Director

QUALIFICATIONS:

1. Master's degree in education, N.C. Exceptional Child Program Administrator Certificate or equivalent combination of education and experience.
2. Five to seven years of experience with special education programs.
3. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Director of Special Education & Related Services

JOB GOAL: To assist the Director with monitoring and supervising programs, personnel and services for students in the New Hanover County Schools system with disabilities in compliance with federal, state, and local regulations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Adhere to all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to special education.
2. Assist the Director with planning, developing, and implementing a comprehensive program to locate, evaluate, identify, and educate students with disabilities. Help establish objectives and priorities, delegate responsibilities to staff, develop strategies to achieve objectives and evaluate programs.
3. Provide consultation to program administrators, consult and coordinate with centrally based staff in all district divisions and school-based staff on processes, individual, and system issues, and on interpretation of federal, state, and local policies and procedures.
4. Assist in developing and implementing standards, policies, and procedures related to special education and related services; help develop short- and long-range goals; monitor the progress of various services and student outcomes; make recommendations for changes.
5. Coordinate with local and state agencies, parents, and school personnel to resolve problems and secure needed resources and services.
6. Assist the Director to work in conjunction with the State Department of Public Instruction, U.S. Department of Education, and other local, state, and federal agencies to meet the needs of students: prepare and monitor contracts with individuals and agencies for special education and related services not available through the school system; ensure the compliance of programs with federal, state, and local regulations.
7. Respond to calls and correspondence regarding all programs and services offered by special education and related services.

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8. Assist with budget preparation; coordinate with other departments or agencies to ensure appropriate services; monitor expenditure of approved budgets.
9. Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning duties, monitoring attendance and travel reports, and granting leave.
10. Perform other duties and responsibilities as requested by the Director of Special Education and Related Services.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: SA III

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing, ability to communicate well with school personnel, employees, and central office staff.
- Ability to provide leadership and supervise the planning, development, and establishment of new, modified, or improved special education, related services, and activities.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Comply with confidentiality requirements in local, state, and federal policies and statutes.