



The Assistant Director of Exceptional Student Services supports the Director of Exceptional Student Services in leading the district's special education programs, with a primary emphasis on compliance, program implementation, and instructional support. The Assistant Director works collaboratively with principals, district administrators, and school-based staff to ensure that special education services are delivered in accordance with federal, state, and local requirements. The Assistant Director has the following strengths and abilities: interprets and remains current on IDEA, ADE requirements, and Governing Board policies, and translates that knowledge into practical guidance and training for staff; develops and implements systems for monitoring compliance across schools; supports IEP quality and procedural fidelity; works in a supportive, collaborative role with staff in all departments; handles confidential information discretely and professionally; uses discretion and exercises sound judgment; and possesses effective organizational, communication, and problem-solving skills in service of students with disabilities and their families.

### Chain of Command

The Assistant Director of Exceptional Student Services reports to the Director of Exceptional Student Services.

### Competencies of the Assistant Director of Exceptional Student Services

The Assistant Director shall possess deep knowledge of special education requirements, compliance, relevant law and best practices. Additionally, listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Communication:** Effectively communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Conceptual Thinking-** Sees patterns and links among seemingly unrelated things.
- **Developing Others:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting-edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.

### Essential Duties

The Assistant Director shall be responsible for the following duties:

- Ensure district-wide compliance with federal and state special education requirements by overseeing the development and implementation of compliant Individualized Education Programs (IEPs), monitoring timelines, procedural safeguards, eligibility, documentation, and progress reporting in alignment with IDEA and Arizona regulations.
- Develop and maintain a comprehensive compliance monitoring system, including internal audits, risk identification, corrective action planning, and follow-up to ensure continuous adherence and improvement.
- Design, deliver, and monitor professional development and training for special education staff, including compliance requirements, instructional practices, IEP development, and regulatory updates; support staff induction, ongoing learning, and targeted follow-up based on identified needs.
- Provide leadership, supervision, and evaluation of special education staff and related service providers; support recruitment efforts in collaboration with Talent Management and school administrators.
- Collaborate with school leaders to promote inclusive practices and ensure students with disabilities are served in the least restrictive environment.
- Support the Director in managing IDEA grant funds and the special education budget, ensuring fiscal responsibility and alignment with program needs.
- Oversee key programs and processes, including Extended School Year (ESY) services and ADE October 1st headcount data collection.
- Analyze student and program data to guide decision-making, improve services, and support the development, implementation, and continuous improvement of special education programs aligned with district goals.
- Facilitate communication and collaboration with stakeholders, including parents, staff, administrators, and community members; respond to concerns and maintain positive relationships.
- Participate in dispute resolution processes with the Arizona Department of Education and the Office for Civil Rights, including mediation and due process procedures.
- Contribute to district leadership by attending Board meetings, serving on committees, and supporting strategic planning and implementation of short- and long-term goals for special education.
- Perform related duties as assigned.

### Education and Experience

Masters level degree in special education or related discipline and teaching experience in special education is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### Preferred Qualifications

Experience and demonstrated success as a district leader, preferred

Experience and demonstrated success as a school principal or assistant principal, preferred

### Licensing/Certification Requirements

Current Arizona Principal certification or other administrative certification, or eligibility for Arizona certification, required  
Valid AZ IVP Fingerprint Clearance Card, required.

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