**RSU No. 5 Durham ~ Freeport ~ Pownal**

**EARLY CHILDHOOD SPECIAL EDUCATION (ECSE) ASSISTANT DIRECTOR**
**JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Master's Degree or higher with background in Special Education or equivalent
2. Professional Certification (ME) as Assistant Administrator of Special Education (035) and Teacher: Child with Disabilities - Birth to age 5 (282B), or be able to obtain
3. At least five year's experience relevant to the position.

**REPORTS TO:** Director of Instructional Support

**JOB GOAL:** To ensure a high quality, inclusive early childhood special education program

**PERFORMANCE RESPONSIBILITIES:**

1. Partner with the Director of Instructional Support and Maine Department of Education to oversee Part B (ECSE) transition
2. Lead Child Find, student recruitment, and enrollment procedures for ECSE
3. Coordinate early childhood special education referral, assessment, and programming in accordance with the district's special education policy and procedure manual, and at the direction of the Director of Instructional Support
4. Oversee ECSE specialized program environments and operational elements
5. Develop and monitor budget and resources
6. Attend interdepartmental leadership meetings, providing timely updates to district leadership
7. Represent the program at state and local ECSE related meetings
8. Serve as LEA representative and facilitate all Early Childhood Special Education (ECSE) identified learners
9. Manage all IEP-related paperwork for PreK students
10. Oversee the administration of comprehensive assessments to determine eligibility for early childhood special education
11. Monitor special education documentation, record-keeping, and communications to ensure compliance with state regulations and district policies
12. Establish procedures to implement an evidence-based curriculum with aligned assessment and ongoing monitoring
13. Create vertical alignment structures to support transitions, shared practices, and data sharing
14. Work with Clinical Coordinator to implement MaineCare reimbursement procedures
15. Oversee any procurements specific to ECSE programming needs
16. Collaborate with the District Transportation office to oversee transportation coordination of ECSE Specialized Transportation needs.
17. Prepare and deliver reports, plans, and program descriptions as requested by school and district administrators
18. Develop and oversee family and community communication
19. Act as liaison between RSU5 and outside early childhood providers
20. Assist the Director of Instructional Support with the supervision and evaluation of probationary and continuing contract early childhood special education personnel

21. Monitor and address ongoing needs for staff development and certification
22. Plan and facilitate staff development activities to support personnel readiness and skill development
23. Oversees Talent Development and English as a Second Language programming
24. Serves as McKinney-Vento liaison
25. Performs other tasks and duties the Director of Instructional Support or Superintendent may assign

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of work
2. Follows health and safety procedures established by the system
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
4. Demonstrates loyalty, dependability, integrity, and other ethical standards
5. Follows chain of command for various administrative procedures or concerns
6. Observes Board and school policy
7. Meets and follows all State and federal laws and regulations

**TERMS OF EMPLOYMENT:** Twelve month year. Salary and benefits will be determined by the RSU No. 5 Board of Directors

**EVALUATION:**

Evaluated annually by the Director of Instructional Support

**NOTE:**

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

*To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*I have read and understand the terms and conditions of this position.*

Employee Name:_____

Employee's Signature:_____ Date:_____

Adopted: February 12, 2026
Revised: July 9, 2026