Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Asst Director of Integrated Services (Special Education)**	FLSA Status:	**Exempt**
Job Family:	**Certified Administrative**	Pay Range:	**M**
Prepared/Revised Date:	**January 14, 2021**	Job Code:	**33595**
		Days:	**260**

SUMMARY: Provide direct support to special education and general education teachers and paraprofessionals to maximize special education students' potential. Provide knowledge, guidance and support to building level administrators in the area of professional development, programming, and service delivery to increase student achievement. Make appropriate accommodations, address standards and support the overall learning environment. Oversee specific programming such as ESY, Summer Assessment, Transitions, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Serve as a liaison from the Integrated Services Department to schools. Collaborate with, coach, and educate special education teams in developing appropriate opportunities for students with disabilities. Provide Early Childhood, Elementary and Secondary program support.
2. Ensure quality transition programing for students by reviewing and evaluating documents, Individual Education Plans and behavior plans in accordance with district procedures, state rules and federal regulations.
3. Serve as a liaison to parents of students in special education programs.
4. Assist in supervision of coaches and other Intergrated Services staff; Assist Director in personnel matters.
5. Oversee all out of District placements working directly with facilities that support Special Education students.
6. Conduct evaluations for select Integrated Services staff; provide input, support and assistance to school administrators on other Integrated Services staff evaluations.
7. Assist in student counts, program accountability, and data collection and analysis.
8. Conduct manifestation determinations.
9. Assist in the management of some budget areas including grant oversight and assist with staffing process related to out of district students with disabilities.
10. Work collaboratively with outside agencies.
11. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's Degree in special education with successful completion of an administrator license program required.
- Five years of special education-related experience required.
- Equivalent combination of education and experience acceptable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Special Service Provider License with appropriate endorsement for the assignment required.
- Colorado Administrative, Principal, or Special Education Director license required.
- Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Thorough knowledge of special education programs.
- Thorough knowledge of IDEA and ECEA.
- Facilitation and conflict resolution skills.
- Knowledge of No Child Left Behind federal regulations/mandates.
- Knowledge of current PSD vision, mission, Unified Improvement Plan, Board Ends.
- A belief that all students are capable of learning.
- Human relation skills.
- Oral and written communication skills.
- Ability to set high standards and achieve them.
- Ability to show respect and sensitivity to individual needs/concerns.
- Ability to protect and maintain student confidentially.
- Demonstrate concern for student health and safety.
- Ability to effectively communicate with leadership, staff, parents and students.
- Ability to frequently travel among district facility locations.
- Critical thinking and problem-solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Integrated Services	
Direct reports:		

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	