Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Assistant Director Integrated Services (Teaching and Learning)**	FLSA Status:	**Exempt**
		Pay Range:	**M**
Job Family:	**Certified Administrative**	Job Code:	**33607**
Prepared/Revised Date:	**February 13, 2024**	Days:	**260**

SUMMARY: A dedicated instructional leader, within the Integrated Services Department, focused on ensuring maximum growth of students and teachers by leveraging and elevating evidence-based best practices.

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. Provide oversight related to curriculum, instruction, and assessment for students with Individualized Education Programs. Collaborate across departments to ensure students with disabilities are represented in all curricular/instructional/assessment conversations. Lead Integrated Services curriculum adoption committees.
2. Provide leadership and guidance for literacy, mathematics, and social/emotional learning.
3. Plan, coordinate, and implement/facilitate professional development district-wide, at the building-level, and for specific programs, to maximize growth of teachers and students, in coordination with the Director of Integrated Services.
4. Provide leadership and accountability on actionable items aligned with the district plans for improvement. Be a visible and viable presence in PSD schools.
5. Work collaboratively to develop and implement professional development opportunities for general education staff to increase their efficacy in differentiation and adaptations for students with disabilities.
6. Provide oversight, direction, and guidance to Integrated Services Coaches and Para Coaches.
7. Plan, implement, and oversee Extended School Year Services (ESY).
8. Work closely with interdisciplinary teams to improve MTSS and RtI processes ensuring Tier I, II, III interventions are accessed with fidelity before special education referrals are initiated.
9. Monitor and disaggregate data on state, district-wide, and local assessments, grades, and IEP goals, to identify progress and areas of needed improvement.
10. Develop a menu of evidence-based instructional interventions/curriculum for all Integrated Services programs, in collaboration with all relevant stakeholders.
11. Support Integrated Services Coaches in Professional Learning Community planning for all Integrated Services Teachers.
12. Lead program evaluations and provide on-going monitoring of action steps derived from program evaluations for improved outcomes. Improve progress monitoring practices/accountability district wide.
13. Lead internal IEP audit process.
14. Increase LRE percentages by improving inclusive teaching practices and service delivery models district-wide through professional development and accountability measures.
15. Review and approve Professional Development course proposals. Monitor compliance and support all mandatory employee training (restraint/seclusion, CPI, Science of Reading, Vector modules, etc.)
16. Supervise and evaluate the IS Coaches, Para Coaches and Integrated Services Floating Teacher.
17. Oversee the Alternative Assessment planning and training.
18. Assist in the recruitment, hiring, and retention of highly qualified staff.
19. Stay current on research related to pedagogy of students with disabilities.

Description of Job Tasks
20. Perform other duties as assigned.
21. Attend work and arrive in a timely manner.

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in special education or educational leadership.
- At least five years of teaching experience in special education.
- At least five years of educational leadership experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Colorado Teacher License with Special Education Generalist endorsement required.
- Colorado Administrative, Principal, or Special Education Director license required.
- Valid driver's license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent instructional leadership and human relation skills, including strong executive function skills.
- Well versed on evidence-based practices (curriculum, instruction, and assessment) and the research on teaching/learning for students with disabilities.
- Strong understanding of varying exceptionalities and how to maximize student growth.
- Highly collaborative.
- Cognitive coaching skills.
- Champion for diversity, inclusion, and equity, and culturally sustainable pedagogy.
- Deep understanding of inclusive practices/service delivery models.
- Ability to derive and disaggregate data to identify next steps for improvement.
- Strong facilitator of Professional Development.
- Thorough understanding of the science of reading, literacy instruction, and the ability to address reading-related learning disabilities.
- Systems thinker with the ability to implement and monitor strategic plans.
- Thorough knowledge of IDEA, ECEA and MTSS.
- Facilitation and conflict resolution skills.
- Knowledge of current PSD vision, mission, Unified Improvement Plan, Board Ends.
- Belief that all students are capable of learning.
- Reliability, follow through and ability to set high standards and achieve them.
- Strong oral and written communication skills.
- Ability to show respect and sensitivity to individual needs/concerns.
- Ability to protect and maintain student confidentiality.
- Demonstrated concern for student health and safety.
- Demonstrated ability to work with a diverse student and employee populations.
- Demonstrated ability to work collegially with building principals and other district leaders.
- 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 to maintain honesty and integrity in all aspects of the job.

- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, 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:	IS Coaches and Para Coaches	approximately 10
	IS Floating Teacher	1

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

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			
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	