

5/18, 1/20

**TITLE:** **ASSISTANT DIRECTOR OF SPECIAL EDUCATION (Secondary)**  
**SUPERVISOR:** Director of Special Education  
**SUPERVISES:** Assists Supervisor in supervising all Special Education staff to include: SLP, Psychologists, Vision Specialist, Hearing Specialists, Special Education Coaches, Homebound, Preschool, Medicaid and Pathways.

**QUALIFICATIONS:**

- Successful experience with Special Education programs and services
- Master's Degree in School Administration, Supervision and Curriculum, or related field
- Must hold a valid Idaho Administrators Credential endorsed as Special Education Director
- Preferred candidates will have at least five (5) years of public school experience as a teacher in special and/or general education and at least two (2) years of site-level administrative experience in general and/or special education, with district-level experience highly desirable
- Demonstrated effective leadership ability in working with students, staff, parents and the public.
- Knowledge of philosophical, educational, fiscal, and legal aspects affecting a special education operational program
- Knowledge of curriculum and instructional design and delivery systems specific to special education
- Knowledge and successful experience working with conflict resolution strategies and procedures, and team building methods and techniques
- Have distinguished themselves among peers.

**PRIMARY FUNCTION:**

To work as a cooperative team member assisting with the responsibilities of coordinating District special education programs. To assist Supervisor with ensuring smooth and accurate communications with the State Department of Education and federal offices and to disseminate information as needed. Emphasis will be placed on the alignment of instruction with other programs within the district and to monitor staffing and instruction of student with disabilities in the secondary levels.

**RESPONSIBILITIES:**

- Assist in establishing special education programs goals and direction in accordance to the District's Strategic Plan
- Assist in creating a culture of high expectations, innovation and continuous improvement
- Assist Supervisor in secondary program operations, including making recommendations for staffing and budget, and developing Special Education procedures and guidelines.
- Assist in providing appropriate professional development as needed in the District
- Assist in leading, developing, implementing and evaluating data-driven plans for increasing student achievement and District efficiencies
- Assist in coordinating specialized educational services to all appropriately identified students with disabilities attending the District
- Assist in the recruitment, selection, retention, and evaluations of staff as assigned
- Assist in managing and implementing federal and state revenue as well as any special grants designated as financial resources to students with disabilities within the district
- Assist Supervisor to ensure the appropriate implementation and management of due process procedures as they pertain to identification, referral, comprehensive evaluation, instructional planning, and review procedure as outlined with I.D.E.A.
- Assist in managing appropriate implementation of record keeping and file management procedures throughout the District as they pertain to those guidelines established within the Family Right to Privacy Act
- Assist with facilitating communication between the Special Services Program and all other portions of the District's instructional unit, including principals, regular classroom teachers, administration and parents
- Consults with attorneys and advocates regarding District policy and procedures

- Assist with the appropriate coordination and communication between the Coeur d'Alene Schools and those community and state agencies that provide services to Coeur d'Alene students with disabilities
- Assist with facilitating the instructional quality of the Special Services Program ensuring the continued development of appropriate instructional sequences, curriculum development and general professional growth to those personnel with the Program
- Organizes, implements, and supervises the District's extended school year program for Special Education students
- Performs such other tasks as may be assigned by the Supervisor

**ESSENTIAL FUNCTIONS** - required with or without a reasonable accommodation:

- Effective communication capabilities to discern verbal conversation
- Comprehend the meaning of words and respond effectively
- Visual acuity to comprehend written work, prepare, review, and organize documents and observe classroom and student activities
- Manual dexterity to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment
- Personal mobility, flexibility, and balance which permits the employee to work in an office environment and travel around the district and community as necessary

**TERMS OF EMPLOYMENT:**

Exempt Position working for eleven (11) months. This position is contracted on an Idaho State Approved Administrator Contract.

**SALARY:**

Placement on the Administrative Salary Schedule

**BENEFITS:**

Other benefits as provided certificated Staff

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of Board's Policy on Evaluation of Administrative Staff.