



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 7/85, 3/86, 2/88, 8/89, 8/90, 12/91, 6/92, 3/93, 11/94, 2/95, 10/95, 2/9, 11/96, 11/98, 3/11; 10/12; 6/18

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Assistant Director, Special Education	<b>JOB CODE:</b> 475A
<b>DIVISION:</b> Academic-Support and Specialized Services	<b>SALARY SCHEDULE:</b> Annual Central Office
<b>DEPARTMENT:</b> Special Education	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Special Education	<b>PAY GRADE:</b> CAD (5,6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Aids in the coordination and supervision of selected programs for students with disabilities; provides leadership in the area of special education; supervises special education personnel; provides leadership for and management of the allotment process; facilitates and monitors special education practices and procedures.	

**REQUIREMENTS:**

1. Educational Level: Master Degree required, Specialist preferred
2. Certification/License Required: Valid Georgia Leadership Certificate
3. Experience: 3 years successful teaching experience with students with disabilities, school leadership experience preferred.
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication skills with demonstrated ability to communicate effectively to resolve issues related to areas of responsibility; knowledgeable about the IDEA, GA State Rules for Special Education; ability to analyze and evaluate program services for students with disabilities; ability to work collaboratively with individuals and groups; problem solving; planning; organization; ability to develop and implement trainings for district staff

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Provides support, supervision, and evaluation of assigned personnel and programs to assist in the provision of services to student with disabilities.
3. Coordinates and facilitates the development, implementation, and monitoring of special education services, and program action plans as they relate to District and State level performance goals for students with disabilities.
4. Works collaboratively with other divisions, departments, and schools to meet District goals and ensure alignment of programs, services, and operations.
5. Collects, reports, and analyzes necessary data for local, state and federal reports.
6. Assists in assuring compliance of due process procedures including participation in the IEP and eligibility process.
7. Confers with local schools, administrators, special education staff and parents regarding individual student needs and/or specific concerns.
8. Prepares and delivers professional learning for general and special educators and others as requested.
9. Assists in the coordination of special education teacher and paraprofessional allotment process.
10. Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_