

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: **Assistant Director-Special Education (168)** Lane: 4
 Department / Location: Special Education FLSA Classification: Exempt
 Supervisors Title: Director of Special Education Contract: 242 Days
 Original date: 01/25 Revised: 07/25 Revised: _____ Revised: _____

GENERAL FUNCTION

Under the direction of the Director of Special Education, the **Assistant Director - Special Education** is responsible for planning, implementing, directing and maintaining Free Appropriate Public Education (FAPE) for students with disabilities as assigned. Assist the director in providing general supervision of Elementary/Secondary special education programs. Administer all Special Education Services, Related Service and Medicaid programs under the direction of the Director of Special Education for the purpose of ensuring compliance with Federal, State and Local laws, policies and procedures for the services to student with debilities (Early Intervention, Special Education Preschool, School Age and Post High Programs).

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Administer all Special Education Services, Related Service and Medicaid programs under the direction of the Director of Special Education for the purpose of ensuring compliance with Federal, State and Local laws, policies and procedures for the services to student with debilities (Early Intervention, Special Education Preschool, School Age and Post High Programs).
- Plan, implement, direct and maintain FAPE for students with disabilities.
- Develop procedures to ensure appropriate allocation of resources.
- Plan, develop and coordinate professional develop on a wide variety of Special Education topics for the purpose of conveying information, gaining feedback and/or making recommendations regarding District Special Education services.
- Provide support to principals, parents, staff members and District departments in areas related to the education of students with disabilities.
- Provide support to school teams in resolving issues related to programming, placement and interpreting Individuals with Disabilities Education Act (IDEA) regulations.
- Supervise, evaluate and provide support to special education staff to include teachers, specialists, District para-educators, coaches, and itinerant staff.
- Support and develop systems that help students to transition from elementary to middle school, middle to high school and post high school programs.
- Collaborate with District departments to create systems of curriculum, instruction and assessment to promote access of students with disabilities to the general curriculum.
- Coordinate and develop hiring practices for teachers and related service providers.
- Orient new special education personnel to policies, procedures and programs within the District.
- Coordinate the transportation of special education students.
- Monitor and direct the collection, organization and analysis of data concerning the performance of special education students (Results Driven Accountability or RDA indicators).
- Problem solve extremely difficult situations with compassion.
- Required to travel to District schools or other locations using own transportation.
- Stay current regarding the use of technology and other assistive technology devices that may be needed for students with visual impairments.

- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Attend and participate in faculty/department meetings as required.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- This position requires punctual and regular daily attendance at assigned location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administration" and "Special Education".
- Requires five (5) years of classroom teaching experience with demonstrated competency. Prior administrative experience preferred.
- Requires licensed experience in a Special Education classroom setting.
- Must have an understanding of the Individuals with Disabilities Education Act (IDEA), special education rules and regulations, services for students with disabilities and programming options for students with disabilities that both promote access to the general curriculum and ensure individualized services based on student needs.
- Knowledgeable about curriculum and instructional strategies for students with disabilities across grades K-12.
- Requires ability to lead and work cooperatively with licensed and education support professional staff, other administrators, parents and community members.
- Must be able to provide own transportation, as position requires travel from school to school on a daily basis.
- Requires effective problem solving, leadership, planning, organizational, multi-tasking, collaboration, negotiation, mediation and time management skills.
- Requires excellent communication, interpersonal and problem solving skills and a strong desire to work with teachers, administrators and other stakeholders.
- Requires the ability to establish and maintain a positive working environment.

- Requires excellent knowledge of effective instructional practices, curriculum and classroom management strategies.
- Knowledge of applicable software programs related to the position, including Microsoft Office and the District computer system.
- Ability to develop and implement policies, guidelines and procedures for the effective utilization of the department's resources

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*