

**Monticello Public Schools
ISD #882
JOB DESCRIPTION**

**Position Title: Assistant Director of
Special Education**

**Department: Sherburne and Northern Wright
Special Education Cooperative**

Exempt Status: Exempt

Reports To: Director of Special Education

Date: December 13, 2016

Approval: Assistant Superintendent

JOB SUMMARY: The Assistant Director of Special Education provides leadership and assistance to the Director of Special Education, Co-op and district administration along with ensuring educational programs are managed in a professional manner by ensuring staffing and due process procedures are in accordance with applicable State and Federal laws, statutes, rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

70% Assure the implementation of State and Federal laws, statutes, rules and regulations pertaining to special education

- A. Develop, implement, and monitor Sherburne/Northern Wright Special Education Cooperative (Co-op) procedures and programs consistent and compatible with Minnesota/Federal Rules and regulations.
- B. Assist with developing continuity of comprehensive programs and services as well as implementation, evaluation and revision of specialized curriculum used throughout the Co-op.
- C. Problem solves with Special Education Coordinators, staff, and building administrators, on student issues.
- D. Advise parents, administration, and special education staff on proper student programming and participate in student placements.
- E. Act as a positive, professional leader for the Co-op and provide a positive working relationship with member districts and agencies involved with the Co-op.
- F. Research plan and coordinate workshops for administrators, parents, certified, and non-certified staff on issues pertinent to special education.
- G. Maintains and completes summary data and reports as needed according to State and Federal requirements.
- H. Participate in child study meetings, IEP meetings, conciliation conferences, and facilitate compilation of documentation for student records as needed.

15% Assist Director of Special Education with staffing requests and special education programming in accordance with ensuring students with disabilities are provided a free and appropriate public education in the least restrictive environment

- A. Collects data from coordinators to support work load analysis.
- B. Reviews schedules of certified and non-certified special education personnel.
- C. Makes recommendations to the director and district administration on staffing needs.

- D. Cross references needs - based on student's Individual Education Plans.
- E. Supports procedures to ensure accurate December 1st Child Count numbers.

5% Assists the Director of Special Education and district administration to recruit, hire, and supervise certified and non-certified staff

- A. Recruits qualified staff for Co-op programs.
- B. Assists districts with difficult to fill special education positions
- C. Interviews and/or delegates the interviewing of personnel for Co-op programs.
- D. Assists with cooperative or district contracted services.

5% Maintain and complete summary data and reports as needed according to State and Federal requirements

- A. Assists director in submission of district/cooperative data to MDE.
- B. Supervises the implementation of Third-Party Billing for special education for all member districts.

5% Professional Development

- A. Maintain active memberships in professional organizations.
- B. Attends meetings, in-services, workshops and conferences as required.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Master's Degree or equivalent work in Special Education and Administration.
- Minnesota issued Director of Special Education license.

Experience:

- Minimum of five years of supervisory experience in special education.

Essential Skills Required to Perform the Work:

- Ability to read and interpret documents such as State and Federal laws, statutes, rules and regulations.
- Ability to read and interpret MDE documents.
- Ability to write routine reports and correspondence.
- Ability to speak and communicate effectively with parents, staff, and administrators.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables (i.e. rules and laws) and subjective variables (i.e. student needs) in individual as well as standardized situations.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to develop effective working relationships with staff, administrators, parents, and school community.
- Ability to understand and provide leadership for high quality, specialized educational programs.
- Ability to effectively resolve conflicts.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Computers (desktop, laptop, tablets).
- Cell phone.
- Audio-visual equipment.
- E-mail.
- Voicemail.
- Word processing.
- PowerPoint; or equivalent.
- Excel; or equivalent.

Supervision of Other Employees:

- Cooperatively with the Director of Special Education, Coordinators.
- Cooperatively with the Director of Special Education and Coordinators, certified and non-certified Co-op personnel.
- Cooperatively with the Director of Special Education and member district building administrators, certified licensed special education personnel.

Physical Job Requirements:

- Ability to drive to and from member districts and various other destinations across the state.
- Ability to sit, talk, listen.

Mental Job Requirements:

- Ability to multi-task.
- Ability to apply common sense.
- Ability to remain calm and professional in stressful and/or contentious situations.
- Ability to problem solve on your feet.

Working Conditions:

- Work is performed wherever students or parents may require services; primarily schools, but also parent/student's homes, and other offices of professional service providers.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Follows the administrator code of conduct by demonstrating high standards of integrity, professionalism, fairness, and honesty.
- Students with disabilities in four member districts are provided free appropriate public education in the least restrictive environment.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.