



# CHARIHO REGIONAL SCHOOL DISTRICT

## Job Description

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<b>Position Title</b>	Assistant Director of Special Education
<b>Reports To</b>	Director of Special Education
<b>Level/Grade</b>	Pre-K through Grade 12
<b>Type of position:</b>	<input checked="" type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor

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Develops, oversees, and manages day-to-day operations of special educational programs and services for the district. Plans, develops, and implements functions related to special education instruction, staff training, and grant development.

### Qualifications

- Master's Degree, five years of teaching experience, and previous administrative experience preferred.
- Hold or be eligible for Special Education Administrative certification.
- Knowledge of litigation, hearing, mediation, and court issues associated with Special Education
- Knowledge of IDEA case law, P1 89-313, RI Regulations for Disabled, Pre-school/Child Find/Early Intervention requirements

### Essential Duties and Responsibilities *(other duties may be assigned)*

- Special education evaluative procedures and associated data management.
- Child Find and transition procedures.
- PL 89-313, Preschool and Early Intervention projects.
- Section 504 implementation.
- Elementary and secondary building-based referral processes (including supervision of record management process).
- RtI process implementation, supervision, and reporting.
- Analyze student achievement data to assess program effectiveness.
- Provide consulting service to building administration regarding cooperative responsibilities of program, service and supervision.
- Budget preparation; assisting accounting procedures and expenditure control.
- Assist building administrators with input (as appropriate) in the evaluation of special education personnel.
- Assist building administrators with input (as appropriate) in the recruitment and screening of certified and support personnel.
- Interpret special education programs as community liaison.
- Implementing required reports, formats and time lines.
- Facilitating student required evaluation schedules.
- Assist the transportation company in the coordination of special education transportation as a component of IEP requirements.
- Prepare for and assist the Director in the preparation of legal documents.
- Monitor implementation of IEP's.
- Serve on the local Special Education Advisory Committee.
- Design and provide professional learning opportunities.
- Other duties to be assigned by the Director of Special Education and Superintendent of Schools.

### Supervises

Special Education Staff

### Skills Required

- Ability to read, analyze, and interpret general business correspondence and governmental regulations. Ability to write reports, grants, proposals, concept papers, business correspondence, and procedure manuals. Ability to effectively present information and respond

to questions from groups, staff, parents, and the general public.

- Ability to calculate figures and amounts.
- Ability to utilize current technology for communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

### **Physical Demands**

- The physical demands described here 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.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

### **Education Requirements**

Masters' Degree

### **Terms of Employment**

Work year, salary, and benefits established by the School Committee.

**Creation Date:** 6/20/2008

**Revised Date:** 8/1/2014, 7/1/16, 7/1/18

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*