

**Position Title:**       **Assistant Superintendent for Special Education Services**  
**Department:**        Special Education  
**Reports To:**         Superintendent

**SUMMARY:** Directs the Special Education program of the District. Ensures program integration with the other instructional departments, the Intermediate School District and the State. Ensures compliance with Special Education Regulations (State and Federal and other applicable state and federal requirements).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Ensures compliance with local, state and federal requirements within countywide special education programs/services.
- Keeps informed of all legal requirements governing special education.
- Establishes and monitors contractual agreements with LEAs/PSAs and agencies.
- Provides leadership in the development and implementation of the Calhoun Intermediate School District Special Education Plan.
- Consults with staff, parents (Parent Advisory Committee) and outside agencies regarding Special Education students and programs/services offered.
- Monitors staff caseloads and student progress.
- Responds to superintendents, administrators, staff, parents, and representatives from outside agencies regarding special education related issues.
- Supervises and evaluates special education supervisors and other special education personnel.
- Develops and supervises the administration of the budget for the Special Education Department.
- Assists in recruitment, selection, hiring and mentoring of special education personnel.
- Approves LEA/PSA personnel requests.
- Approves LEA/PSA Capital Outlay requests.
- Assists in the modification of district policy language.
- Provides leadership in the development of the Professional Development Plan for CISD Special Education Department and LEAs/PSAs based upon identified needs.
- Provides leadership and supervises the implementation of School Improvement Activities within the CISD Special Education Department including the development of the department vision, mission, goals, objectives and action plans.
- Submits program documentation for approval, applies for grants, submits budgets and financial reports and prepares and submits program reports to agencies.
- Provides leadership in the alignment of curriculum, implementation of state testing requirements and program enhancement designed to improve the quality of services and outcomes for students.
- Adheres to Board Policies.
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Supervises employees in the Special Education Department including CISD operated programs and CISD employed Special Education supervisors. Is responsible for the overall direction, coordination, and evaluation of Special Education within the county. Carries out supervisory responsibilities in accordance with the organization's policies and

applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; resolving problems; professional development, school improvement activities, Medicaid billing and other duties as assigned.

**DRUG FREE WORKPLACE REQUIREMENT:**

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

Master's degree or equivalent, three years of successful professional practice or administrative experience in special education, or combination thereof. Thirty semester or 45 term hours of graduate credit and a successful 200 clock-hour practicum in special education administration. One year of successful experiences as a special education director in an approved special education program. Recommendation from a college or university approved for the preparation of special education directors which attest that the person has acquired the knowledge and competencies in subdivision (d) of the sub-rule 340.1771.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Teaching Certificate with Special Education endorsement, full approval in a least one area of special education. Approved as a Director of Special Education.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

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.

**OTHER SKILLS and ABILITIES:**

Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Demonstrated leadership ability and general knowledge of issues and problems in all disability areas of special education. 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 Board of Education 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 frequently required to sit and occasionally walk or stand. The employee is occasionally required to talk and hear. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others.

*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 the work environment is usually quiet. The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings, moderate.