



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Assistant Director of Special Education
Payroll/Personnel Type:	12 Month
Job #:	8789
Reports to:	Director of Special Education
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Assistant Director of Special Education assists the Director of Special Education in developing and maintaining quality special education programs and services throughout the SLPS school District. The Assistant Director will ensure that services are provided for special needs students and individualized education programs to meet the needs of all students. They will ensure warrant compliance with all state, federal, and local requirements.

Essential Functions:

- Assist in the development and delivery of special education curriculum and instructional programs that incorporate District goals and support student achievement
- Ensure curriculum renewal is continuous and responsive to student needs
- Creates an accountability and evaluation process for the effectiveness of the special education referral process
- Maintains a process for overseeing student assessments and recommendations regarding placement and program management for individual students are completed in a timely manner
- Obtain and use evaluative findings (including student achievement data) to gauge special education program effectiveness
- Develop and implement training for campus and special education support staff based on findings and needs assessments
- Ensure that the necessary time, resources, materials, and technology to support and accomplish educational goals are available
- Encourage and support the development of innovative instructional programs
- Assist with transition services for special education students entering and exiting public school programs
- Assist in the formulating and implementing contracts for special education students receiving services outside the District
- Assist in the development of the special education budget based on documented needs
- Ensure that operations are cost effective and funds are managed wisely
- Assist in the selection, training, supervision, and evaluation of special education staff
- Assist in making recommendations relative to staffing assignments
- Assist Special Education Director in serving as district liaison to community agencies providing services to students and notify parents and students of available services
- Interpret and implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of special education
- Recommend sound policies and procedures to improve program
- Keep abreast of developments and changes in special education and assist in decisions on staff and student issues regarding compliance and procedural safeguards



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- Assist in the compilation, maintenance, and filing of all reports, records, and other documents required
- Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of federal and state special education law
- Knowledge of state and federal compliance reports/indicators such as State Plans
Understanding of the individual needs of special needs students
- Extensive experience with Student Information Systems
- Experience with technology and its current and future use with special education programs
- Ability to communicate with all levels of special needs students and their parents
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to manage budget and personnel
- Strong organizational, communication, and interpersonal skills

Experience:

- Five years or more of teaching experience in special education
- Three to five years of experience as a special education supervisor and/or principal (preferred)

Education:

- Special Education Certification in one or more areas (required)
- Bachelor's Degree (required)
- Master's Degree in Education Administration (preferred)
- Principal Certification, K-8 (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional



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duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.