

**FIVE TOWN CSD
JOB DESCRIPTION**

ASSISTANT DIRECTOR OF STUDENT SERVICES

QUALIFICATIONS:

1. Master's Degree in Special Education
2. Special Education Certification (035) as required by the State Department of Education

DESIRED QUALIFICATIONS:

1. Evidence of teaching experience in Special Education
2. Experience with 504 and ELL.

REPORTS TO: Student Services Director and/or Superintendent of Schools

JOB GOAL: To use leadership, supervisory and administrative skills to promote the educational development of each student within special populations and the effective performance of school personnel.

PERFORMANCE RESPONSIBILITIES:

1. Participates in the selection, supervision, and evaluation of all special education, 504, and ELL personnel.
2. Assists in the in-service orientation and training of special education personnel, with special responsibility for relevant administrative procedures and instructions with special populations.
3. Continually evaluates and improves the student service delivery system through periodic review of existing methods and materials and selection and establishment of new programs to meet student needs.
4. Helps to maintain current and complete student records of all diagnostic information and individual education programs (IEPs); ensures accessibility of necessary records to appropriate personnel.
5. May help to screen all student referrals and implement proper procedures, including coordination of evaluations, regularly serving as IEP chairperson, and assisting the IEP team in carrying out their duties as outlined in the state and federal regulations.
6. Supports the Director as assigned with private school, residential group homes, and out-of-district services, including arranging evaluations as recommended by the IEP, securing and monitoring placements, and planning for reintegration into public school.
7. Coordinates responsibilities such as scheduling, chairing, and completing required paperwork for IEP meetings in both districts as determined by and shared with the Director.
8. Encourages parental involvement through providing written resources, meetings, and training programs.

9. Continues professional development through membership in national, state, and local professional organizations. Keeps abreast of professional material and research in the field of special education and participation in educational opportunities.
10. Directly supports teachers with behavior intervention strategies.
11. Assists Director in completion of Department of Education monitoring process during each district's review cycle.
12. Coordinates responsibilities such as staff certification/training, data collection, reporting, and maintenance related to MaineCare and the reimbursement of services.
13. Performs other duties and responsibilities as may be assigned by the Student Services Director and/or Superintendent of Schools.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records
2. Demonstrates a respect for the legal and human rights of students
3. Follows health and safety procedures established by the District
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrates dependability, integrity, and other ethical standards

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions
2. Physical ability to perform all necessary upper and lower body movements

TERMS OF EMPLOYMENT: As specified by contract.

EVALUATION: Performance of this job will be evaluated in accordance with this document and the district Administrator evaluation system by the Student Services Director or Superintendent.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

History:

Approved: 04/03/02, 06/03/15, 04/06/16, 11/14/18

Approved: March 1, 2023