

Anoka Hennepin Independent School District #11
Job Description

Title: Assistant Director of Special Education
Department: Special Education
Reports To: Director of Special Education
Prepared Date: May 22, 2000

SUMMARY OF RESPONSIBILITIES

To assist the Director of Special Education in providing direction, supervision and staff development for special education programs and staff.

DUTIES AND RESPONSIBILITIES

- Assists in the supervision of special education programs consistent with district policy, and state and federal law and rule.
- Provides direct supervision to assigned special education staff and programs.
- Assists the Director in resolution of conflict or disputes through investigation of complaints or allegations; represents the district in conciliation, mediation, arbitration, and/or due process hearings.
- Assists the Director in working collaboratively with private and public agencies, to assure appropriate community services, to prevent duplication of efforts between agencies, and to facilitate successful interventions for children and families.
- Assists the Director in determining staffing allocations; collaborates with building principals, program supervisors and special education consultants in the selection and evaluation of special education staff.
- Develops, coordinates and implements staff development efforts appropriate to the needs of special education staff, regular education staff, administrative staff, and parents.
- Develops and maintains an effective communication system between special education staff, supervisory staff, regular education staff, building principals, other agency staff, parents, and members of the community.
- Maintains appropriate data and completes all state and federal reports as required by district, state or federal government.
- Performs other duties as assigned by the Director of Special Education.

SUPERVISORY RESPONSIBILITIES

At the direction of the Director of Special Education, provide direct supervision to Special Education Program Supervisors, Special Education staff, and Special Education District Programs.

EDUCATION and/or EXPERIENCE

Requires Masters degree or Education Specialist as needed to be recommended for necessary licensure.

CERTIFICATES, LICENSES, REGISTRATIONS

Licensed as Director of Special Education

KNOWLEDGE, SKILLS & ABILITIES

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.

PHYSICAL DEMANDS

Ability to drive between schools and government offices, etc.

Ability to move between parking lots and buildings as well as within large schools and community sites housing ECSE programs.

Ability to organize and maintain data on students, staff and other subjects for reports with regard to assessment or supervision.

Ability to maintain multiple projects, prioritize work, follow through with assigned tasks.

Ability to read, understand and apply large volumes of mail, student data, legal briefs, law, etc.

Ability to speak and write clearly.

Ability to move files, staff development packets, mail, etc.

WORK ENVIRONMENT

Supervise ECSE staff and programs throughout the school district; attend meetings in other school districts, government offices, etc. Most work is performed in an office setting.