

### General Description of the Role

The Assistant Director of Special Education supports and advises principals, teachers, service providers, and other staff members regarding the planning, coordination, and implementation of comprehensive programs to provide efficient and effective services to special education students within Mountain BOCES and its member school districts.

### Qualifications Required

- Education:** Bachelor's or Master's degree in education  
Additional graduate work related to the scope of responsibility
- Licensure:** Special Education Director license or qualification for TTE  
Special Education Endorsement

### Qualifications Recommended

- Supervisor:** Director of Special Education/Executive Director
- Contract Days:** 210 day contract
- Compensation:** Director of Special Education Salary Schedule

### Specific Skills Recommended

- Knowledge of state and federal statutes and regulations governing special education services and Individual Education Plans
- Knowledge of related research and quality practices
- Knowledge of processes to address diversity related to student performance and instructional methodology based on disability, race, culture, and socio-economic status
- Knowledge of processes and procedures to address effective implementation of least restrictive environment requirements, including implementation of district inclusionary special education delivery system
- Demonstrated record of commitment and sensitivity to affirmative action, equal opportunity, and human rights
- Successful teaching experience with a range of instructional delivery systems and inclusionary services
- Effective oral and written communication skills
- Strong problem solving skills
- Supervisory and mediation skills
- Ability to take initiative and be a self-starter

### Major Areas of Responsibility and Duties Specific to this Job

- Educates and collaborates with district and Mountain BOCES administrators, educators, and providers to assure compliance with state and federal statutes and regulations (CDE and NCPD) governing special education services, IDEA, ADA, CIMP, SPP, and Individual Education Plans
- Stays current with and interprets research and legal documents for district and Mountain BOCES providers
- Assists district administrators with understanding and properly enforcing policies and regulations related to special education
- Assists with the leadership and coordination of special education services of Mountain BOCES
- Assists in the annual review of services and recommends changes as needed
- Coordinates, facilitates, and monitors the development and implementation of effective curriculum and instructional practices and school policies, as well as problem solving practices and procedures (based on student data) that fully consider the needs of special education students
- Establishes and maintains effective, cooperative, and respectful working relationships with staff, parents, and students from diverse backgrounds regarding evaluation, placement, and education of students
- Works cooperatively with district administrators and personnel, committees, state and local agencies, and treatment providers regarding needs of special education students
- Consults with district administrators regarding the direction and coordination of special education programs and the supervision and evaluation of district-wide special education employees
- Serves as a liaison between public schools and private schools regarding special education services and programs

- Provides input on staffing needs for assigned special education programs
- Assists with resources and materials to staff and additional experts or consultants for specific students, as needed
- Attends multi-disciplinary team and IEP/staffing meetings, as needed, to facilitate development of appropriate plans for students who are eligible for special education, especially when support, intervention, or mediation is needed
- Assists IEP teams with student transitions from elementary to middle school, middle to high school, and/or post-secondary programs
- Assures and monitors development and timely submission of required CDE reports
- Oversees district compliance for the December 1 Count, EOY, FAPE, Transition, State assessments, CPI, Rtl, and Child Find within the region
- Assists with ESY, student transfers, out-of-district placements, relationships with charter schools, and parent groups and involvement
- Oversees maintenance of special education records (IEP files)
- Collects data
- Facilitates manifestations
- Assists with the coordination of special needs advisory committees
- Organizes varied responsibilities and meets deadlines
- Assists Administration with SSP/Sped evaluations as needed
- Effectively uses technology for accomplishment of required responsibilities
- Maintains professional growth through graduate work, professional organizations, seminars, conferences, and/or related professional literature

### **Professionalism**

An exemplary staff member consistently demonstrates all of the following:

- Manages oneself (is organized, prepared, and punctual; manages resources; meets deadlines; follows through on commitments; demonstrates appropriate physical appearance relative to job and environmental expectations)
- Consistently acts in ways that directly support various missions (Mountain BOCES, CDE, schools, districts)
- Effectively maintains relationships at multiple levels (individual, team, Mountain BOCES, schools, districts)
- Delivers significant, noteworthy contributions to team and organizational goals
- Responds to districts
- Is respectful and collaborative
- Handles disagreements and conflicts in a diplomatic manner that does not result in decreased effectiveness over time
- Enhances the image of public education
- Displays a willingness to learn new information
- Maintains ethics, legal responsibility, and confidentiality
- Follows organizational and district policies

### **Communication**

An exemplary staff member consistently demonstrates all of the following:

- Displays effective interpersonal skills (has rapport with all, knows roles of co-workers, promotes information exchange such as through parent/teacher conferences or newsletters)
- Uses strong verbal communication and strong listening skills
- Uses appropriate written communication that is constructed with the purpose, audience, and intent in mind and with proper writing conventions and mechanics
- Applies the appropriate mode of communication (e-mail, written, telephone, face to face) for specific situations
- Maintains composure during difficult conflict situations
- Communicates job related problems and difficulties to immediate supervisor

### **Relationships**

An exemplary staff member consistently demonstrates all of the following:

- Develops and maintains rapport and effective relationships with children and adults contacted in the course of work by using courtesy, diplomacy, collaboration, cooperation, support, and professional conduct
- Actively contributes to the goals and success of all teams and team members through collaboration, cooperation, and flexibility (give and take) in team discussions, activities, and decision making
- When appropriate, seeks first to understand
- Is able to effectively give and receive constructive feedback
- Understands and conveys one's role within each school setting
- Serves as a liaison between Mountain BOCES and human service agencies, sharing appropriate information when needed, once proper parental consent is obtained

### **Job Competency**

An exemplary staff member consistently demonstrates all of the following:

- Meets all licensing requirements for the position
- Consistently meets all expectations listed in the job description
- Delivers services as determined 100% of time

### **Personal Growth Progress**

An exemplary staff member consistently demonstrates all of the following:

- Stays current on professional knowledge and technical skills through training opportunities and participation in relevant professional committees and organizations
- Formulates goals that reflect the organization's strategic theme and include specific, measurable outcomes instead of just completing activities
- Demonstrates objective and measurable achievement of individual goals
- Develops new goals when current goals have been achieved

**Disclaimer - NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.**