



ASSISTANT DIRECTOR OF STUDENT SERVICES

QUALIFICATIONS

A. REQUIRED

- Master's Degree
- Valid Arizona Administrative Certificate
- Valid Arizona Special Education Teaching Certification or related services certification
- Three years of experience in special education programs or related field
- Thorough working knowledge of the various laws, regulations, theories, teaching strategies, and techniques applicable to special education and 504 students
- Equivalent combination of education/training/experience

B. DESIRED

- Previous experience in a supervisory position
- Five years of experience in special education programs or related field
- Evidence of continued professional growth in special education or related areas

SUMMARY

Responsible for overseeing Rillito Center, special education programs, improvement of instructional services, compliance, facilities and personnel under the direct supervision of the Executive Director of Student Services

Reports to: Executive Director of Student Services

ESSENTIAL FUNCTIONS

- Assists instructional staff in planning, developing, and evaluating learning experiences for students
- Coordinates the Preschool Special Needs programs
- Maintains program policies and procedures
- Assists with recruitment for special education staff
- Assists with screening, employment recommendations, and assignment of duties
- Assists in determining which teachers and principals and in which buildings current and future programs might be placed, as well as which buildings might be most suitable for children with certain types of disabilities
- Supervises and evaluates designated related service providers
- Engages in public relations activities as requested by the Executive Director of Student Services
- Meets periodically with the school administration keeping them informed about the programs, solicits their suggestions for program initiation, improvement and expansion
- Coordinates curriculum and instructional development
- Coordinates alternate assessments for the District



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- Provides opportunities for parental input into the educational programs and services involving their children
- Provides staff training and coordination of special education programs, Rillito Center and Section 504
- Develops and provides pre-service and in-service training programs for teachers, teachers aides, and other personnel involved in the education of children with disabilities
- Supervises and evaluates Coordinator Assistants and other designated related service providers such as Adaptive Physical Education teachers, Speech and Language staff, Occupational Therapists, and Physical Therapists
- Trains Site Facilitators
- Participates in case conferences and facilitates the placement of eligible children in district programs, and in out-of-district programs requiring district participation
- Plans annually for programmatic needs
- Responsible for maintaining legal compliance for special education and Section 504 district-wide
- Develops and maintains special education handbooks and databases to ensure compliance
- Develops policies and coordinates training and procedures for web-based data management system
- Coordinates disciplinary procedures and placements for students in special education
- Holds regular department staff meetings
- Coordinates transition programs and trainings
- Coordinates programs for students with intellectual disabilities and emotional disabilities
- Coordinates staff training and district wide curriculum and instruction initiatives
- Acts as a liaison to outside agencies
- Oversees and coordinates materials for state and federal audits of special education
- Works closely with families and school teams to resolve issues
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to multi-task in an office setting
- Ability to communicate clearly orally and in writing
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to meet deadlines under time constraints

FLSA: Exempt
Administrative – ADD
Revised January 2019



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- Ability to communicate with district personnel at all levels
- Ability to work as a team member
- Ability to drive a motorized vehicle