

**POSITION DESCRIPTION  
NORTHFIELD PUBLIC SCHOOLS**

July 2014

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Assistant Director of Special Services	<b>Department:</b> Special Education
<b>Immediate Supervisor's Position Title:</b> Director of Special Services	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b> <b>E-8-1</b>	<b>Bargaining Unit:</b> Non-Union Administrators-Director
<p><b>Job Summary:</b> Under the direction of the Director of Special Services, the Assistant Director of Special Services is responsible for oversight of the day-to-day functions of the District's Special Education programs. The Assistant Director of Special Services is responsible for hiring, supervising, and evaluating Special Education teachers. The Assistant Director of Special Services ensures compliance with due process laws, practices, and procedures through technical assistance to staff, parents, and others as required.</p>	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Provides day-to-day administrative oversight of the District's special education programs and services.
<b>Percent of Time:</b>	50%	
<p><b>Tasks involved in fulfilling above duty/responsibility:</b></p> <ul style="list-style-type: none"> <li>• Provides administrative oversight of District special education programs.</li> <li>• Serves as the District Representative, empowered to make decisions and commit district resources, at special education staffings.</li> <li>• Leads the recruitment and retention of licensed special education staff.</li> <li>• Evaluates licensed special education staff in collaboration with building principals.</li> <li>• Consults with building principals regarding special education student needs and emergency situations.</li> <li>• Assists the Director in coordinating and overseeing extended year programs.</li> <li>• Assists the Director in analyzing, developing, and modifying special education programs to meet the needs of students.</li> </ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Provides consultation, coaching, and technical assistance to school staff, parents and others regarding special education due process laws, rules, polices and practices. Ensures compliance of special education due process laws, rules, policies, practices, and procedures.
<b>Percent of Time:</b>	40%	

**Tasks involved in fulfilling above duty/responsibility:**

- Determines the need for and facilitates staff development for special education staff on due process requirements, procedures, forms, etc. Works with new staff to acquaint them with District procedures and practices.
- Provides information to parents regarding the referral/assessment process, special education services available within the district, and their rights relative to special education.
- Consults and problem-solves with building principals and special education staff regarding difficult and/or potentially litigious special education issues.
- Monitors compliance with special education due process requirements, staff caseloads and continuum of services within the District.
- Routinely reviews and audits student Individual Education Plans to ensure compliance.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as apparent or assigned.
<b>Percent of Time:</b>	10%	

**Tasks involved in fulfilling above duty/responsibility:**

- Attends training sessions, conferences, seminars, department and district meetings.
- Serves on District committees, task forces, work groups, etc., as requested.
- Keeps abreast of changing developments, trends, instructional and educational technologies.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma	Master's Degree or higher	
	High school diploma or GED.	<b>Major field of study or degree emphasis:</b> Special Education or a related field, with post-graduate coursework in special education administration.	
	1 year college		2 years college
	3 years college	x	4 years college
	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
X	2nd year graduate level	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of the principles, practices,</li> </ul>	

<b>Doctorate level</b>	<ul style="list-style-type: none"> <li>and procedures of school administration;</li> <li>• Comprehensive knowledge of issues related to special education law, finance and due process; thorough skill establishing policies and procedures to adhere to changing laws and regulations; thorough skill supervising and evaluating the work of staff; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand financial reports. Ability to develop and present ideas effectively, orally and in written form.</li> </ul>
------------------------	---

**Required Work Experience in Addition to Formal Education/Training:**

**Required Supervisory Experience:**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> <ul style="list-style-type: none"> <li>• Minnesota license as a Director of Special Education.</li> <li>• Minnesota licensed as a Special Education teacher.</li> </ul>
-----------------------------------	--

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Ability to communicate ideas clearly and concisely, both verbally and in writing.</li> <li>• Ability to establish positive working relationships with others.</li> <li>• Time management and the prioritization of activities.</li> <li>• Ability to transport self between and among school sites throughout the District, and to regional and state meetings as necessary.</li> <li>• Ability to use technology in an effective manner to facilitate communication and work completion.</li> </ul>
--	--

**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Special Education staff	
<b>TOTAL</b>		

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b> Special Education Educational Assistant	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.
--	--

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**  
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

#### SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_

**Signature – Department Head** \_\_\_\_\_  
**Date**

\_\_\_\_\_

**Signature – Human Resources** \_\_\_\_\_  
**Date**

**Classification History:**