



## ASSISTANT DIRECTOR OF SPECIAL EDUCATION

### Job Description

The Assistant Director of Special Education will help coordinate the planning, development, implementation, maintenance, and evaluation of GRREC's special education programs and services. The Assistant Director of Special Education reports to the Exceptional Education/Early Childhood Services Director.

#### Qualifications:

1. Professional Certificate for Director of Special Education, or comparable certificate
2. Minimum of 5 years of experience as a Special Education Teacher, Coach, or Consultant
3. Minimum of 3 years of experience in staff development, instructional design, and leadership development

#### Knowledge and Abilities:

1. Deep knowledge of evidence-based practices and specially designed instruction for students with disabilities
2. Understanding of federal and state special education laws and regulations
3. Experience in coaching educators in special education best practices
4. Experience in conducting professional development activities
5. Demonstrated leadership abilities and interpersonal skills with the ability to promote positive public relations with state, regional, district, and partners
6. Oral and written communication skills to manage personnel and programs, communicate effectively, and problem solve
7. Ability to execute sound decision-making in alignment with GRREC's organizational Mission
8. Excellent organizational and time-management skills
9. Ability to work independently with little direction
10. Ability to participate in a collaborative team effort to provide high-quality service to member districts
11. Willingness to travel to member districts

#### Responsibilities:

1. Plan and support professional development regarding instructional programming and strategies for students with disabilities
2. Plan and support professional development regarding special education laws, regulations, and district procedures

3. Assist member districts in assessing school needs and services, evaluating instructional programs and strategies, and implementing an effective curriculum designed to improve academic and behavioral outcomes for students with disabilities
4. Identify instructional techniques and strategies that improve the achievement of special education students in both special education and general education classes
5. Meet monthly with first-year Directors of Special Education to increase competence and confidence in performing duties. Meet on as-needed basis with Directors of Special Education with 2-5 years' experience
6. Create a system to support directors to access help via text, email, or phone call within 24 hours of request
7. Organize and facilitate the Regional Interagency Transition Team to ensure collaborative connections between agency partners and member districts that promote successful post-secondary transition for students with disabilities
8. Assist the Exceptional Education/Early Childhood Services Director with providing guidance and assistance to GRREC staff and special education staff in member districts
9. Serve as a liaison between districts and GRREC to determine technical assistance, coaching support, and training needs
10. Perform other duties as assigned.

**Annual Contract:** 240 days

**Reports to:** Executive Director or Designee

**Salary:** Based on rank and experience in accordance with GRREC's Salary Schedule

**Evaluations:** Performed annually by the Executive Director or Designee