

Hinsdale Township High School District 86

Job Description

JOB TITLE: Assistant Superintendent of Special Education LOCATION: Administrative Center
DEPARTMENT: Administration REPORTS TO: Superintendent / Ast.
Superintendent for Academics
TERM: 12-Month SALARY: based upon education and experience

Position Summary: The Assistant Superintendent of Special Education has the responsibility for the supervision and coordination of the District student services program as it relates to special and general education programming. The Assistant Superintendent of Special Education is responsible to the Superintendent, who delegates authority for carrying out the duties associated with the position and other duties as assigned by the Superintendent.

The Assistant Superintendent of Special Education is a member of the Superintendent's Cabinet, as well as the District Leadership Team. The Assistant Superintendent of Special Education shall attend all Board of Education meetings and any other meetings deemed appropriate by the Superintendent. As a member of the school district management team the Assistant Superintendent of Special Education is responsible for district-wide functions assigned by the superintendent.

Essential Duties and Responsibilities: (Other duties may be assigned.)

1. Makes decisions and demonstrates leadership that supports the mission, vision, goals and interests of the District and of students. Makes effective decisions after due consideration of all pertinent facts and gives due consideration to alternative solutions.
2. Displays a cooperative and open-minded attitude in working with others in efforts of mutual concern. Demonstrates respect for the opinions, abilities and contributions of others.
3. Ensures District compliance with federal and state special education regulations and communicates and informs the staff and Board of Education of all relevant legislation.
4. Makes accessible and provides mandated special education services to all District 86 students eligible for special education and related services.
5. Supervises and coordinates all special education and related services, such as speech-language, school social work, psychological testing, homebound instruction, guidance counseling, health services, and all special education programming in the district.
6. Serves as the District representative for the DuPage/West Cook Regional Association.
7. Serve as a consultant to the Superintendent on matters pertaining to the executive functions of the Cooperative Association for Special Education (CASE).
8. Serves as the District representative to the Illinois Alliance of Administrators of Special Education (IAASE).
9. Participates in special education staffings/conferences, as needed.
10. Prepares all necessary district, state and federal reports as they relate to special education and related services.
11. Conducts required child-search activities, needs assessments, etc., as needed.

12. Supervises and coordinates the preparation of grant applications for special education and related services.
13. Contracts for private assessments (psychiatric, neurological, assistive technology, etc.).
14. Serves as a consultant, advisor and resource person to administrators, principals, staff and parents in the District.
15. Assists in conducting meetings and staff development programs for the district.
16. Assesses financial costs associated with the education of non-district students receiving special education and related services from District 86 and authorizes payment by District 86 to other agencies for costs incurred for services provided to students with disabilities in District 86.
17. Evaluates pupil personnel staff and special education and related services personnel in accordance with the approved evaluation plan.
18. Serves as District 86 Student Records Officer.
19. Works cooperatively with District personnel in the screening, interviewing and hiring process of pupil personnel staff.
20. In cooperation with special education department chairs, schedules special services personnel.
21. Coordinates the Medicaid-reimbursement program for District 86.
22. Coordinates the budget process for all areas of student services.
23. Supervises intern programs.
24. Maintains and monitors a system to collect and review data for students considered for special education programs/services and District intervention services.
25. Develops and coordinates the implementation of transition programming with our Feeder Districts.
26. Implements procedures to assure appropriate completion of Case Study Evaluations/Re-evaluations. Coordinates and evaluates nurse, social worker, and psychologist services.
27. Coordinates the placement of students in self-contained instructional programs, resource, inclusionary, speech/language, and private placements. Provide technical assistance regarding decisions on intake, change of program, or termination in accordance with adopted criteria and procedures.
28. Attends out-of-district special education IEP meetings as needed.
29. Coordinates home/hospital tutoring arrangements, payments, and reimbursement processing.
30. Maintains current class lists and distribute information change sheets to appropriate personnel.
31. Develops, coordinates, implements, and evaluates a sequential continuum of services, programs, and curriculum. Assists in the selection of appropriate supplies, materials, and equipment.
32. Oversees and Coordinates transportation services for all special education students.
33. Provides analysis of program needs, enrollment trends, incidence rates and instructional design to District administration, i.e., needs assessment.
34. Coordinates regular meetings involving District special education staff.
35. Assists in the preparation of special education budget.
36. Maintains attendance records for out-of-district placements.
37. Prepares forms for reimbursement, FACTs forms, pre-approval forms, forms to facilitate cash flow, and other necessary forms.
38. Reviews and approves special education related bills.

39. Assists in planning and conducting in-services in relation to or affecting special education programs.
40. Coordinates mediation and Due Process procedures when necessary.
41. Recruits, provides input to, reviews evaluation of, and collaborates with principals and department chairs in the employment of special education personnel (teaching assistants and certified personnel).
42. Provides input regarding assignments (on a yearly basis) of special education personnel.
43. Coordinates referrals to outside agencies and physicians.
44. Participates in professional growth activities and keep informed of all legal requirements governing special education.
45. Serves as the District's 504 Coordinator. Monitors the implementation of policies and procedures to assure compliance with regulations.
46. Serves as the District's Suspension Appeals Officer.
47. Serves as the District's Complaint Manager.
48. Performs such additional duties as may be assigned by the Superintendent.
49. Writes and files all Federal and State Grants concerning Special Education programs for the District, including IDEA and Department of Rehabilitation Services Grants.
50. Provides leadership for budgeting and policy development for Special Education, Vocational and Transitional Services Programs.
51. Hiring and Supervision of Transition Specialist for The Department of Rehabilitation Services
52. Gathers, tabulates and verifies statistics for State and Federal reporting in accordance with Grant contracts and State and Federal guidelines.
53. Filing of Extraordinary and Orphanage Claims.
54. Assumes responsibility for various District-wide policies regarding privacy, discipline, inclusion, placement and medication.
55. Represents the District at various parent, community, civic or governmental organizations.
56. Oversight and Coordination of Outside Placement Contracts (Public, Private Day and Residential).
57. Supervision of Psychologists and SLPs and Consultation with Outside Provider.
58. Hiring and Supervision of OTs, PTs and Consultation with Outside Provider.
59. Hiring, Contracting and Supervision of Assistive Technology Support.
60. Hiring, Contracting and Supervision of Autism Consultants.
61. Coordination and Collaboration with Infinitec.
62. Coordination and Oversight of Contractual Services with Public Consulting Group (Easy IEP).

Qualifications:

- Completion of requirements for a Master's Degree; a Doctorate is preferred.
- Must hold state approved director of Special Ed endorsement.
- Must hold or be eligible for an Illinois Type 75 Administrative certificate.
- Must hold or be eligible for an Illinois Type 10 Special Education certification.
- At least five years of experience as a preK-12 classroom teacher with special education endorsements and/or school administrator.
- Demonstrated excellence in verbal and written communications

- Demonstrated excellence as an educational leader with strong organizational, problem-solving and human relations skills.
- Experience with collaborative groups and processes in a student-centered environment.

Supervisory Responsibilities: All special services teachers and related service personnel employed or contracted by the district in cooperation with building principals.

In order to perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the skills, abilities and demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills Required:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of teachers, vendors, contractors, staff, parents, and the general public.
- Ability to establish and maintain effective working relationships with the Board of Education, staff members, students, parents and all members of the school community. Ability to represent the district's concerns in the development of regional and state policies and legislation.
- The ability to communicate clearly and concisely, both orally and in written form. Ability to write reports as needed. The ability to effectively present information and respond to questions.
- Ability to complete mathematical operations and apply concepts of algebra, geometry and statistics.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to perform essential duties within District requirements and Board of Education policies.

Physical Demands:

- Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Demonstrated leadership ability and general knowledge of issues and problems in all disability areas of special education.
- The employee is frequently required to sit and occasionally walk or stand. The employee is required to talk and hear. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others.

- The employee is frequently required to operate office and computer equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Specific vision abilities required by this job include close vision, and the ability to adjust focus. In addition, the ability to withstand long-term use of computer monitors is required.
- The employee may occasionally lift up to 30 pounds.

Work Environment:

- The noise level in the work environment is usually quiet. The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings, moderate.
- Work is usually conducted indoors. This work could be conducted at any school district location.
- Work activities are usually performed within an extended school day and evening responsibilities will occur.

Evaluation: Job performance is evaluated in accordance with district guidelines by the superintendent.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of the duties performed in this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Hinsdale Township High School District 86 is an Equal Opportunity Employer. It is the policy and practice of school district to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. The District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. The District has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making application for this opening should contact the office of the superintendent.