

**Campbell County Schools**

**Effective:** October 1, 1997  
**Updated:** May 2007

Class Code 4051

**TITLE:** **Assistant Director of Special Education**

**QUALIFICATIONS:**

1. Master's degree or higher
2. Broad background in special education with a minimum of three years teaching experience in at least one area of disability.
3. Valid certification as Director of Special Education.
4. Such alternatives to the above as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Special Education

**SUPERVISES:** Special Education

**JOB GOAL:** Assist Special Education Director to ensure compliance with special education policies and procedures.

**PERFORMANCE RESPONSIBILITIES:**

1. Assist in directing procedures to process and place eligible pupils in special education.
2. Assist in compiling and maintaining individual records of all children receiving special education services.
3. Reviews, implement, and ensure compliance with federal and state guidelines.
4. Assist in coordinating all special education and preschool programs in the district and those special students that are served outside the district on a contract basis.
5. Keeps informed of all legal requirements governing special programs.
6. Works cooperatively with school principals and staff in matters related to special education.
7. Assist in supervision and works directly with teachers of special education classes.
8. Assists in coordinating and keeping up-to-date on all student's Admission and Release Committee meetings.
9. Assist in selecting and providing appropriate materials for special education classes.
10. Assist in providing leadership and training for the improvement of instruction in special education classes.
11. Assist in maintaining contact with various agencies providing services and information dealing with special needs type students.
12. Assists in evaluating special education programs and makes suggestions for their improvement or revision.
13. Assists with identification and testing of students and the interpretation of these results; including functional behavioral assessments and behavior intervention plans.

**Assistant Director of Special Education -Continued**

14. Assist with coordination in pre-school child find as well as post-school services through Department of Vocational Rehabilitation.
15. Any other job related assignment as may be designated by the Superintendent or Director of Special Education.

**TERMS OF EMPLOYMENT:** Work schedule to be established. (See board approved scheduling).  
Salary as established by the Board of Education