**SCOPE OF RESPONSIBILITIES**

The purpose of the position of Assistant Director of Special Services is to assist the Director of Special Services with the operation of special education programs in Natrona County School District #1 (NCSD); and to use leadership, supervisory, and administrative skills in providing sound educational programs for students who require special education services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Important and essential duties may include, but are not limited to, the following:**

- Assists in the direction and management of all special education programs and services for the purpose of meeting student needs.
- Assists in providing necessary time, resources, and materials for the purpose of supporting staff in the accomplishment of special education goals.
- Assists in the monitoring the implementation of special education programs for the purpose of contributing to the maintenance of high quality services.
- Assumes decision-making responsibility in the absence of the Director of Special Services for the purpose of ensuring efficient operation of special education programs.
- Conducts special education meetings for the purpose of informing and updating staff about policy changes, new programs, current best practices, and other pertinent information regarding special education.
- Coordinates and organizes curricular materials and strategies for the purpose of evaluating, improving and adjusting instruction.
- Determines need and location for all special education programs for the purpose of ensuring the provision of appropriate facilities.
- Develops budget recommendations and provides expenditure control for the purpose of ensuring compliance with department goals and objectives.
- Directly supervises, assigns, and evaluates special education teachers in conjunction with building principals.
- Ensures positive student growth and promotes lifelong learning through recruitment of staff, employee evaluation, staff training, increased inclusion opportunities, implementation of PAWS Alt, and standards based classrooms.
- Evaluates, on an ongoing basis, the special education curriculum, procedures, and individual student needs and achievements for the purpose of ensuring student needs and goals are attained.
ESSENTIAL DUTIES AND RESPONSIBILITIES continued

- Facilitates accommodation and modification training to supplement regular classroom instruction for the purpose of meeting student educational and behavioral needs.
- Interprets assessment results for the purpose of providing consultation and recommendations for programs and services.
- Interprets policies and procedures for the purpose of providing recommendations concerning issues of compliance and assists in the compliance and maintenance of legally required reports and records, etc.
- Provides recommendations relative to teacher and assistant personnel placements for the purpose of meeting building needs in alignment with department goals and objectives.
- Supervises and coordinates classroom special education programs.

MINIMUM QUALIFICATIONS

Skills:
- Skills are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments, operating standard office equipment, planning and managing projects, preparing and maintaining accurate records, using pertinent software applications, demonstrated interpersonal skills, and oral and written communication skills.

Knowledge:
- Knowledge is required to perform algebra and/or geometry; read technical information; compose a variety of documents; and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: familiarity with special education services, curriculum, and programs for children and families.

Abilities:
- Ability is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups, maintaining a high level of confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team and developing strong relationships with all NCSD departments; working with detailed information/data, and working with frequent interruptions.
SUPERVISORY RESPONSIBILITIES

- This position directly supervises Special Education Teachers in conjunction with building administrators.

EDUCATION and/or EXPERIENCE

- Master’s Degree from an accredited college or university with major coursework in education or educational administration is required.
- Administration Certification with Special Education Endorsement through Wyoming Professional Teachers Standards Board (PTSB)

PHYSICAL DEMANDS

**Under 1/3 of the time:**
- Sit
- Climb or balance
- Stoop, crouch
- Crawl – distance 2-5 feet
- Kneel – duration at one time – 5 minutes-30 minutes
- Taste or smell

**1/3 to 2/3 of the time:**
- Stand, walk
- Twist – body part – above waist
- Rotate – body part – above waist

**Over 2/3 of the time:**
- Use hands to finger, handle or feel
- Reach with hands and arms
- Talk or hear
- Push or pull less than 50 pounds

WEIGHT REQUIREMENTS

**Under 1/3 of the time:**
- Lift up to 25 – 50 pounds

**Over 2/3 of the time:**
- Lift up to 10 pounds
VISION REQUIREMENTS

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three dimensional vision, ability to judge distances and spatial)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

HEARING DEMANDS

Noise Levels:
- Moderate noise levels will be present (example: business office computers, printers, light traffic)

Hearing Demands:
- Ability to discriminate verbal commands and environmental safety sounds.
- Ability to be employed where moderate degrees of hearing loss are unimportant (e.g. able to converse, talk, and make notes in meetings, hears warning bells/sounds, tone of running motors, answer phone over high noise levels, etc.)

WORK ENVIRONMENT

Under 1/3 of the time:
Exposure to the following may occur:
- Wet or humid conditions (non-weather)
- Work near moving mechanical parts
- Work in high precarious places
- Fumes or airborne particles
- Toxic or caustic chemicals
- Outdoor weather conditions
- Extreme cold (non-weather)
- Extreme heat (non-weather)
- Risk of electrical shock
- Work with explosives
- Risk of radiation
- Vibration
I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): __________________________________________________

Employee Signature: ___________________________ Date: _________________