

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201

JOB DESCRIPTION

Job Title:	Assistant Director of Student Services	Reports To:	Asst. Superintendent for Student Services
Pay Schedule/Range:	\$83,500 - \$88,500	FLSA Status:	Exempt
Prepared/Revised Date:	April 2025	Work Year:	225 Days

SUMMARY: Under the direction of the Assistant Superintendent for Student Services, the Assistant Director of Student Services is responsible for oversight of the day-to-day functions of the District's Special Education programs. Assistant Director of Student Services is responsible for hiring, supervising and evaluating Special Education teachers. The Assistant Director of Student Services ensures compliance with due process laws, practices, and procedures through technical assistance to staff, parents and others as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	
1.	Provides administrative oversight of the District special education program.
2.	Serves as the District Representative, empowered to make decisions and commit district resources, at special education staffings.
3.	Leads the recruitment and retention of licensed special education staff.
4.	Evaluates licensed special education staff in collaboration with building principles.
5.	Consults with building principals regarding special education student needs and emergency situations.
6.	Assists the Director in coordinating and overseeing extended year programs.
7.	Assists the Director in analyzing, developing and modifying special education programs to meet the needs of students.
8.	Provides consultation, coaching and technical assistance to school staff, parents and others regarding special education due process laws, rules, policies and practices. Ensures compliance of special education due process laws, rules, policies, practices and procedures.
9.	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.
10.	Provides information to parents regarding the referral/assessment process, special education services available within the district, and their rights relative to special education.
11.	Consults and problem-solves with building principals and special education staff regarding difficult and/or potentially litigious special education issues.
12.	Monitors compliance with special education due process requirements, staff caseloads and continuum of service with the District.
13.	Routinely reviews and audits student Individual Education Plans to ensure compliance.
14.	Performs other comparable duties of a like or similar natures as apparent or assigned.
15.	Attends training sessions, conferences, seminars, department and district meetings.
16.	Serves on District committees, task forces, work groups, etc., as requested.
17.	Keeps abreast of changing developments, trends, instructional and educational technologies.

EDUCATION AND RELATED WORK EXPERIENCE:

- Masters Degree or higher with Major field of study in Special Education or a related field, with post-graduate coursework in special education administration.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- PEL License and Administrative Endorsement is required for this position
- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.
- Certification of good health signed by a licensed physician

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills (Verbal and written)
- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE
	Assistant Superintendent for Student Services

Direct Reports:	POSITION TITLE	# of Employees
	Special Education Teachers, Student Services Coordinator(s), Related Service Personnel, and Program Assistants	approximately 50

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.