

Wauconda Community Unit School District #118

TITLE: DIRECTOR OF SPECIAL SERVICES

QUALIFICATIONS: Master's Degree
Professional Educator License with General Administrative and/or Principal endorsement(s)
Administrative Experience
Holds Teacher Evaluator designation

REPORT TO: Assistant Superintendent of Special Education

CONTRACT: 220 Days

SALARY: Merit

JOB DESCRIPTION: Works closely with administrators, and designated staff to coordinate MDCs, develop IEPs, oversee WSAT teams, attend annual review. Completes evaluations on assigned staff following district's policies and procedures. Assists in developing and utilizing appropriate remediation plans for staff members, as needed. Director of Special Education duties are focused on grades K-5.

Primary Responsibilities:

1. Attend routine, initial, and triennial multidisciplinary conferences in/out District (as Special Education Designee and/or LEA).
2. Supervise compliance with recording and maintaining state mandated forms at (MDCs and ARs) IEP meetings.
3. Attend routine IEP conferences in/out District (as Special Education Designee and/or LEA).
4. Work with WSAT assigned building teams to implement problem solving model for classroom interventions, Flex SD and possible screenings.
5. Assist WSAT teams at assigned buildings in evaluating screening results and making recommendations for FCSE.
6. Assist implementation of data collection to evaluate effectiveness of 20-day plans.
7. Monitor FCSE/IEP meetings with regard to student placement decisions to assist in the District Staffing Plan.

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8. Assist in initial placement in an ongoing monitoring of students in Private Placement
9. Data collection for state and federal reimbursement and conducting annual needs assessment.
10. Assist in presentations to staff and Board of Education.
11. Attend professional development workshops.
12. Assist in tagging of Alternative Assessment Program based on NCLB and state testing regulations.
13. As a member of the Institute Plan Committee, will take an active role in planning of meetings and assist in the orchestration of the District professional development opportunities, including but not limited to new teacher induction and mentoring program, District professional development institute days, and other duties as assigned.
14. Assist in the evaluation of special education staff as assigned by the Building Principal.
15. Other responsibilities as assigned by the Assistant Superintendent of Special Education.