



Job Title: Keystone Learning Services Assistant Special Education Director

Job Description:

Goal of the Job

As a member of the NEKESC administrative team, facilitate the process of assisting local districts in the special education interlocal to accommodate the unique learning needs of students with exceptionalities.

I. Communication

Objectives:

Confer with NEKESC administrators on a regular and frequent basis.

Confer with administrators in assigned local districts in order to assist them in the provision of special education services that are of good quality and in compliance with state and federal regulations.

Provide information regarding NEKESC priorities and expectations to staff and respond to their questions and concerns in order to maximize their effectiveness in the provision of special education services.

Respond to questions and provide information on special education services as needed for parents, local districts, and the general public.

II. Staff Supervision and Evaluation

Objectives:

Observe and communicate with NEKESC staff on a regular and frequent basis.

Facilitate the continued growth of NEKESC staff through the provision of feedback, coaching, and technical assistance.

Collaborate with building principals and NEKESC administrators in evaluating NEKESC staff members.

III. Personnel Recruitment

Objectives:

Confer with local districts and NEKESC administrators in determining special education staff needs.

Assist with the process of actively recruiting and hiring special education staff.

Assist in implementing NEKESC policies and procedures and the maintenance of personnel records for special education staff.

IV. Staff Development

Objectives:

III. Personnel Recruitment

Objectives:

Collaborate with NEKESC and local administrators in planning and implementing staff development activities that will enable all staff to have the necessary skills and understandings to carry out their assigned jobs and will assure special education services that are of good quality and in compliance with state and federal regulations.

Promote the priorities of the NEKESC and local districts by gaining the expertise to provide staff training and coaching on identified areas of emphasis.

Provide coaching and mentoring to NEKESC staff.

V. Program Evaluation

Objectives:

Continuously monitor the current status and needs of the NEKESC local district special education services in relation to federal and state regulations, judicial interpretations, and local district school improvement plans.

Collaborate with the NEKESC administrative team and local district administrators in developing recommendations concerning changes in policies, procedures, or job descriptions necessary to assure compliance and quality services.

Provide technical assistance and problem solving to local districts to assure compliance and quality services.

VI. Additional Responsibilities

Objective:

Maximize efficiency of the NEKESC administrative team by dividing and sharing responsibilities based on individual abilities and preferences. These duties may include Media Center supervision, paraeducator facilitator, facilitating assistive technology evaluations and purchases, supervising the Professional Development Council, supervising the MIS and Medicaid personnel, ECE Resource Library supervision, coordinating the KIDSS IEP program, Coordinating ECSE services, supervising departmental meetings, supervising special projects and initiatives, and other assignments as requested by the Director of Special Education or the Executive Director of the Service Center.