



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Special Education Assistant Director

Reports to: Director of Special Education

Purposes and Objectives of the Position:

The Assistant Director of Special Education facilitates the process of assisting teachers and building leaders in the special education cooperative to accommodate the unique learning needs of students with exceptionalities.

Qualifications:

- Minimum seven years experience working with students with exceptionalities (as a teacher, related service provider, or school psychologist) in teaching and/or school administration
- Master's Degree
- A valid administration and special education license issued by the Kansas State Board of Education

General Duties and Requirements

- Confer with administrators on a regular and frequent basis.
- Confer with administrators and teachers 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 special education 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.

Staff Development

- Collaborate with 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. This will assure special education services are of good quality and in compliance with state and federal regulations.
- Promote the priorities of the special education department and local districts by gaining the expertise to provide staff training and coaching on identified areas of emphasis.
- Provide coaching and mentoring of staff.
- Facilitate instructional coaching for teachers and para educators.

Program Evaluation

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

- Provide technical assistance in the development and review of Individual Education Plans, transition, and processing.
- Performs other duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.