

CHRISTIAN COUNTY PUBLIC SCHOOLS

P.O. BOX 609, 200 Glass Avenue
Hopkinsville, KY 42241-0609

M E M O R A N D U M

To: Ms. Mary Ann Gemmill, Superintendent
From: Michelle Ladd, Director of Special Education
Date: August 15, 2019
Re: Assistant Director of Special Education

I am requesting Board approval for the position of Assistant Director of Special Education. Attached is the job description.

POSITION:	Assistant Director of Special Education
POSITION SUMMARY:	Provides leadership to coordination of a project, program or activity routinely affecting more than one major unit or department; involves diversified but generally standardized choice of action defined by a wide range of established rules and procedures; decisions routinely and generally have short-term impact; contact outside the unit requires judgment to modify conditions and resolve misunderstandings; refers unusual matters to supervisor.
QUALIFICATIONS/ REQUIREMENTS:	<ul style="list-style-type: none"> ➤ Minimum of three (3) years administrative experience in education. ➤ Certification and training in regular education ➤ Successful administrative, supervisory and/or consultant experience in special education ➤ Experience in a diverse workplace ➤ Certification in Special Education ➤ Extensive knowledge of federal and state laws and regulations regarding programs for exceptional children ➤ Demonstrated ability to work cooperatively in a team situation ➤ Director of Special Education Certification
REPORTS TO:	Director of Special Education
SUPERVISES:	To be determined by DoSE
PERFORMANCE RESPONSIBILITIES:	<ul style="list-style-type: none"> ➤ Provides leadership to coordination of a project, program or activity and evaluates staff as assigned ➤ Develops, establishes or administers project, program or activity ➤ Serves as liaison with other units, departments or outside agencies as required ➤ Makes recommendations regarding implementation of project, program or activity and evaluates effectiveness as assigned ➤ Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of projects, programs or activities ➤ Prepares and/or assists in preparation of reports, records and other documentation as required ➤ Accumulates and researches data, documents and other pertinent information as required ➤ Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment

	<ul style="list-style-type: none"> ➤ Prepares, delivers or assists with training opportunities as appropriate ➤ Evaluates staff as assigned ➤ Performs other duties as assigned by supervisor
TERMS OF EMPLOYMENT:	Employment for 228 days, with salary to be determined by the adopted teacher and administrative salary schedule of the Christian County Board of Education.
EVALUATION:	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel. Evaluations will be conducted by the Chief Operations officer

Board Approval: