

| Mercer County Schools JOB DESCRIPTION | |
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| Job Title: Assistant Director of Special Education/Preschool Director Reports to: Director of Special Education Job Class Code: 0161 Pay Scale: See Current Salary Schedule | |
| Work Schedule: 215 Days Approval Date: 00/00/0000 | |
| PERFORMANCE RESPONSIBILITIES | |
| <p>BASIC FUNCTION: The Assistant Director of Special Education/Preschool Director will assist in providing effective leadership related to special education programs, coordinate with teachers and other administrators on programs and services related to students with special needs, and ensure compliance with state and federal Special Education regulations.</p> <p>SPECIFIC NEEDS:</p> <ul style="list-style-type: none"> • Monitor all special education classes and programs to ensure compliance with State and Federal guidelines. • Develop, implement, and/or obtain resources, services, and/or special programs for students with disabilities, as identified in the Individual Education Plan (IEP). • Implement Extended School Year (ESY) services for those students who qualify, and assist schools with implementing ESY guidelines and procedures. • Chair and/or attend admission and release committee (ARC) meetings as needed and as requested by school staff and/or parents. • Supervise and evaluate special education teachers and agency/program staff as assigned by the Director. • Monitor and assist with special education instructional assistants. • Assist with staff development projects as needed and facilitate various meetings or other groups as assigned. • Provide leadership and assistance to the schools with developing appropriate curriculum for all students with disabilities. • Keep informed of all legal requirements governing special education while ensuring compliance with local, state, and federal guidelines. • Assist in compiling, maintaining, and filing all reports, records, and other legally required documents, while maintaining the confidentiality of records per Board policy. • Strict adherence to the Policies and Procedures of the Mercer County Board of Education, the Employee Handbook, Code of Ethics for Certified School Personnel, and the Kentucky Revised Statutes. • Fulfilling contractual obligation of days worked. • Perform other duties as assigned. | |
| MINIMUM QUALIFICATIONS | |
| Master's Degree in Education, Valid KY Teaching Certificate in Special Education, Director of Special Education Certification, plus five years of experience as a Special Education Teacher or School Psychologist. | |
| IMPORTANT NOTES | |
| <i>Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.</i> | |

