

TITLE: Assistant Superintendent - Learning Support Services

QUALIFICATIONS: Holds valid Kentucky Teaching Certificate

REPORTS TO: Superintendent

JOB GOAL: To coordinate the district-wide special education program and programs that will increase academic success for all students.

PERFORMANCE RESPONSIBILITIES:

Provide or recommend appropriate services for exception children and their parents.

Recommend placement of individual students with special needs in those educational situations best suited to their needs.

Consult with principal(s) and special education teacher(s) regarding students' placement in or withdrawal from a special education program.

Consult with teachers in the preparation of the Individual Education Program.

Articulate the goals, philosophy and practices of the special education program to school board members, administrators, staff and the public.

Keep informed as to all federal, state and local legal requirements governing special education programs and share major provisions of same with the central office administrators and principals.

Implement state department regulations in developing special education program.

Participate in the recruitment, selection and assignment of special education personnel.

Provide general and special education teachers with samples of supplies, materials, textbooks, equipment and technology to be used to enhance academic achievement.

Prepare a budget request for presentation to the budget committee for all supplies, materials, instructional equipment and specialized furniture that would be used district-wide in the special education program.

Coordinate the IDEA Part B Program and any additional federal or state grants in the area of exceptional children educational programs.

Coordinate the special education services with parochial schools in the district.

Coordinate special education services provided by contract to the Ft. Thomas Board of Education.

Attend Admission and Release Committee meetings, when appropriate.

Assume responsibility for own professional growth and development through current research findings, literature, attendance at professional meetings and conventions and encourage the special education teachers to do the same.

Assist the instructional supervisor, principals and special education teachers in the determination of in-service needs of the special education teachers and assist in planning in-service activities designed to meet these needs.

Prepare all reports pertaining to the special education program.

Assist principals and teachers in the evaluation of the total special education program curriculum procedures and individual student needs and achievements.

Assist principals in the observation and evaluation of special education personnel.

Provide teachers support and training in methods and strategies to improve performance of students.

Provide teachers support and training necessary to implement real-life learning experiences and interdisciplinary techniques to enhance learning opportunities for students in mainstream classrooms.

Identify exemplary programs for teachers to observe and implement in their classrooms.

Provide support to teachers for assessing progress of students and constructing instructional alternatives.

Develop programs which will provide equal educational opportunity for scholastic success for all students, especially low achieving students.

TERMS OF EMPLOYMENT: Normal contract year shall begin on July 1 and end on June 30, with a 230-day contract calendar.

EVALUATION: Performance of this job will be evaluated by the Superintendent, in accordance with provisions of the Board's policy on evaluation of professional personnel.