

MENIFEE COUNTY SCHOOLS

Created Effective July 1, 2025

POSITION: Assistant Director of Personalized Learning

POSITION SUMMARY: Assists the Director of Personalized Learning with directing, coordinating, and/or monitoring programs for exceptional children, Preschool, Medicaid, English Learners (EL), and Section 504 services. Assists in directing, coordinating, and/or monitoring programs and services for students ages 3–21.

REPORTS TO: Director of Personalized Learning

PERFORMANCE RESPONSIBILITIES:

Job Performance Responsibilities

1. Supports the administration and coordination of comprehensive educational programs and services for students with disabilities, English learners, and preschool-age children in accordance with federal and state laws.
2. Assists in interpreting and implementing legal and regulatory requirements across Special Education, Preschool, Medicaid, EL, and Section 504 services programs while serving as a consultant to administrators, educators, and families.
3. Assists in the coordination and evaluation of procedures for the identification, placement, and reevaluation of students eligible for Special Education, Preschool, Medicaid, EL, and Section 504 services in alignment with SEA and IDEA guidelines.
4. Collaborates with school and district staff to ensure that instructional practices and policies accommodate the diverse needs of students in special populations, including ELs and preschoolers with disabilities, and Section 504 services.
5. Provides guidance on the development and implementation of individualized education plans (IEPs), Individual Learning Plans (ILPs), and service plans, ensuring legal compliance and best practices.
6. Assists in the preparation, monitoring, and oversight of budgets, grant applications, and Medicaid billing processes for Special Education, EL, and Preschool programs.
7. Develops, maintains, and audits accurate student records, reports, and documentation required for compliance, funding, and instructional purposes across all program areas.
8. Collaborates with internal departments and external agencies to coordinate transportation, healthcare services, family outreach, and early childhood interventions for eligible students.

9. Supports recruitment, hiring, and evaluation of instructional and support personnel working in Preschool, Special Education, EL, and Medicaid-related services, as requested.
10. Develops and implements staff development activities and provides instructional resources related to the effective operation of Preschool, Special Education, Medicaid, EL services, and 504 services.
11. Maintains up-to-date knowledge of state and federal regulations, program funding changes, and instructional trends affecting Special Education, EL, Preschool, Section 504, and Medicaid programs.
12. Ensure confidentiality and safeguard the privacy of all students receiving specialized services, while fostering strong communication with parents and guardians.
13. Coordinates the establishment of policies and procedures for procurement, inventory, and use of materials, equipment, and facilities across all specialized programs.
14. Acts as a liaison and point of contact for agencies, advocacy groups, and community service organizations related to the delivery of Preschool, EL, Special Education, Section 504, and Medicaid services.
15. Participates actively in professional development, conferences, and meetings to remain current with best practices and ensure alignment of district services to evolving educational needs.
16. Performs other related duties as assigned to support the effective operation and integration of all programs.

EDUCATION: Master's degree in special education; Preferred Director of Special Education Certification or 15 years' experience teaching in special education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.