

ASSISTANT DIRECTOR OF SPECIAL SERVICES

JOB DESCRIPTION MSD OF WAYNE TOWNSHIP

PURPOSE: To assist the Director of Special Services (“Director”) in the overall administration of the special education program. Generally, individuals will be assigned supervisory responsibilities over specific buildings or programs.

PERFORMANCE RESPONSIBILITIES:

1. Provides input to the Director in supervising and evaluating the District special education program.
2. Evaluates special services consultants and school psychologists.
3. Develops in-service training opportunities for staff.
4. Coordinates services to private schools.
5. Coordinates the student assistive technology services.
6. Collects and reports data required by state and federal regulations.
7. Coordinates the services provided by the special services consultants.
8. Serves as the designated chairperson for Manifestation Determination conferences.
9. Coordinates Nonviolent Crisis Intervention Training for staff.
10. Provides program support for teachers of students with emotional disabilities.
11. Ensures that transition planning for students with disabilities occurs as required.
12. Coordinates the activities of the Autism Team.
13. Coordinates services to students with disabilities needing alternative programs.
14. Facilitates complaints, requests for mediation, and/or requests for due process hearings as assigned by the Director of Special Services.
15. Performs such other tasks and assumes such other responsibilities as the Director or Superintendent or his or her designee may assign.

Revised: December 2015