

Anoka Hennepin Independent School District #11

Job Title: Assistant Director of Special Education
Reports to: Director of Special Education

Job Summary

The Assistant Director of Special Education works closely with the Director of Special Education to oversee the planning, development, implementation, and evaluation of special education programs and services throughout the district. The position ensures that students with disabilities receive the support and accommodations they need to achieve their full potential in compliance with the Individuals with Disabilities Education Act (IDEA), Section 504, and other state and federal regulations. The Assistant Director supervises special education staff, assists in program development, and provides leadership in resolving issues related to special education services.

Key Responsibilities

Program Oversight and Development:

- Assist in the management and oversight of the district's special education programs, ensuring compliance with IDEA, Section 504, and state regulations.
- Collaborate with the Director of Special Education to develop and implement innovative programs that meet the diverse needs of students with disabilities.
- Ensure that Individualized Education Programs (IEPs) and 504 plans are effectively developed and implemented, monitoring student progress and outcomes.

Staff Supervision and Support:

- Supervise and provide leadership to special education staff, including administrators, teachers, paraprofessionals, and related service providers (e.g., speech therapists, occupational therapists).
- Assist in the recruitment, hiring, and evaluation of special education personnel, ensuring they are qualified and properly trained to meet the needs of students.
- Provide coaching, mentorship, and professional development opportunities to special education staff to improve instructional practices and promote student success.

Compliance and Legal Responsibilities:

- Ensure compliance with all federal and state special education regulations, including IDEA and Section 504.
- Assist in managing due process hearings, mediation sessions, and other legal matters related to special education services.
- Maintain accurate records and documentation related to special education programs, including reports required by federal and state agencies.

Collaboration and Stakeholder Engagement:

- Collaborate with school administrators, general education staff, and other district leaders to ensure that special education services are integrated into the overall educational program.
- Serve as a liaison between the special education department and parents/guardians, fostering positive communication and collaboration to ensure that students' needs are met.
- Partner with community agencies, health professionals, and external service providers to offer additional resources and support for students and families.

Data-Driven Decision Making and Program Evaluation:

- Collect, analyze, and use data related to student performance, special education services, and program effectiveness to inform decision-making and improve outcomes.
- Assist in evaluating the effectiveness of special education programs and recommend improvements or modifications based on data analysis.
- Monitor the academic, behavioral, and social progress of students receiving special education services and adjust support strategies as needed.

Crisis and Conflict Resolution:

- Assist in resolving conflicts between parents, schools, and the special education department, advocating for student needs while ensuring compliance with legal requirements.
- Support school leaders in addressing crises or emergencies involving students with disabilities, including behavioral issues, health concerns, or other critical situations.
- Participate in IEP meetings and other problem-solving sessions to help address challenges in delivering special education services.

Budget and Resource Management:

- Assist in managing the special education budget, ensuring that resources are allocated effectively to support program goals.
- Oversee the purchase and distribution of specialized materials, technology, and equipment needed for students with disabilities.
- Ensure that special education programs are adequately resourced with staffing, instructional materials, and other support services.

Qualifications

- **Education:** Master's degree in Special Education, Educational Leadership, or a related field.
 - **Experience:** Minimum of 5-7 years of experience in special education, with at least 3 years in a leadership or administrative role.
 - **Certifications:** MN Director of Special Education license.
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Skills and Competencies

- Comprehensive knowledge of special education laws, including IDEA, Section 504, and ADA.
 - Strong leadership and management skills, with the ability to supervise and support special education staff.
 - Excellent communication and collaboration skills, with the ability to work effectively with parents, staff, and community partners.
 - Data-driven decision-making skills, with the ability to analyze student performance data and adjust programs accordingly.
 - Strong problem-solving, conflict resolution, and crisis management skills.
 - Ability to manage multiple priorities and work effectively in a fast-paced, collaborative environment.
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Physical Requirements and Work Environment

- This position requires regular travel between schools and district offices.
- Must be able to work extended hours, including evenings and weekends, as needed to meet the needs of special education programs.