

**TRI-COUNTY SPECIAL EDUCATION JOINT AGREEMENT
JOB DESCRIPTION**

JOB TITLE: Assistant Director

MINIMUM QUALIFICATIONS:

1. Hold a valid administrator license issued by Illinois State Board of Education and registered with the Regional Office of Education, Special Education Director license or endorsement preferred
2. Minimum of 5 years of verifiable, successful experience working with students with disabilities
3. Excellent communication skills (written and verbal)
4. Strong work habits and ethics
5. Ability to develop effective working relationships with administrators, staff and school community

TERMS OF EMPLOYMENT: 12-month position

REPORTS TO: Director

ESSENTIAL JOB DUTIES: The Assistant Director will provide leadership for programs, supervise administrative staff, assist with professional development, oversee PERA implementation, assist with district/TCSE program Federal and State compliance issues, assist with personnel issues, as well as other duties as assigned by the Director.

ADMINISTRATIVE RESPONSIBILITIES:

1. Provide effective leadership in developing/implementing comprehensive plans for TCSE programs.
 - a. Determine priorities, formulate goals, and evaluate effectiveness of programs.
 - b. Assign responsibilities to others in accordance with licensure and skills.
 - c. Plan, implement and encourage staff in-service programs.
 - d. Respond promptly and appropriately to requests for assistance.
 - e. Provide long-range planning based on program needs.
2. Provide supervision/assistance to Principals/Special Ed. Administrators/Programs as assigned by Director.
 - a. Ensure consistent use of curriculum across programs and buildings.
 - b. Ensure consistent use of behavior interventions across programs and buildings.
 - c. Ensure accuracy and maintenance of academic and behavior data across programs/buildings.
 - d. Maintain records of significant behavior incidents/restraints and review concerns with staff.
 - e. Assist in administrative assignments
 - f. Assist in facilitating IEP/student/parent meetings as assigned.
3. Assist in determining staff development needs and facilitate the implementation of staff development goals.
 - a. Ascertain staff development needs through needs assessment activities.
 - b. Implement staff development activities by providing assistance in the selection of topic, presenter, materials, meeting dates and places, and estimation of cost.
 - c. Assist in the development of individual performance improvement plans.
 - d. Provide staff with information about available activities and resources.
4. Oversee implementation of PERA.
 - a. Serve as a member of the PERA committee
 - b. Assist with PERA groupings annually, ensure timelines are met.
 - c. Evaluate administrative/licensed/non-licensed staff as assigned.

PROFESSIONAL TRAITS:

1. Demonstrate knowledge of and adhere to Federal, State, and TCSE Policies and Procedures.
2. Maintain punctuality and regular attendance.
3. Complete reports and records accurately and promptly.
4. Maintain appropriate/respectful communications with colleagues, parents/guardians, district personnel.
5. Takes steps toward self-improvement. (Attend/participate in all mandatory meetings/trainings, participate in in-service activities, seek out/attend professional development opportunities required to maintain professional licensure)
6. Participate in the ongoing assessment of his/her performance and accept/profit from constructive criticism/feedback.

PHYSICAL REQUIREMENTS: (Will be governed under the Americans with Disabilities Act.)

1. Physically capable of lifting, pushing, or pulling up to 50 pounds.
2. Physically capable of lifting, positioning and/or restraining students according to program guidelines.
3. Pass the CPI certificate test upon hire and pass required CPI training updates if involved with programs that require physical intervention.
4. Must be able to speak, hear, see and write.
5. Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.
6. Possess a valid Illinois driver's license and be able to provide own transportation in conduct of work assignments. (Mileage reimbursed)

TECHNOLOGY EXPECTATIONS:

1. Demonstrate effective use of required and available technology/programs.
2. Use technology to enhance productivity and professional practices including word processing, database, spreadsheet, telecommunications and print/graphic utilities, class attendance, Individual Education Plan (IEP) programs. (Microsoft Office, Google Applications, etc...)

OTHER DUTIES AS ASSIGNED: