

Administrator for Student & Special Services

Primary Function

To serve as a general assistant to the Superintendent with administrative functions as assigned by the Superintendent.

Organizational Relationships

The Administrator for Student & Special Services reports directly to the Superintendent. The following positions report directly to the Administrator for Student & Special Services:

- Assistant Director of Student Services
- Special Education Coordinator(s)
- District level Special Education staff (Vision Specialist, Intervention Specialists, Assistive Technology, Adapted Physical Education, Orientation & Mobility)
- Early Childhood staff

Qualifications

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the district buildings and grounds
- Ability to speak, write, read, and understand English
- Ability to handle all district information with confidentiality

Assigned Responsibilities

1. Attend all Board of Education Meetings, and prepares such reports for the Board as are appropriate to the primary function which may be requested by the Superintendent or the Board of Education.
2. Attend all meetings of the Administrative Council.
3. Assist the Superintendent in providing leadership to the implementation of instructional programs for students receiving programs and support from student services.
4. Provide oversight to the processes for early identification of students with special needs.
5. Establish procedures for placement, evaluation, assignment, and reappraisal of students with regard to student services programs.
6. Remain current with legal requirements governing special education.

7. Provide staff development to assist special services staff in becoming knowledgeable regarding legal guidelines for the instruction of students with special needs.
8. Develop budget recommendations and provide expenditure control on established budgets for student services and special education, including federal and state monies.
9. Assist in recruitment, selection, and recommendation for hiring of student services personnel.
10. Consult with parents of students enrolled in student services programs.
11. Evaluate existing programs and make recommendations for changes or additions as needed.
12. Assume responsibility for compiling, maintaining, and filing all reports, records, and other documents required by the State Board of Education or the Board of Education; and designate specific responsibility for such records and reports.
13. Supervise preparation of attendance reports and similar data necessary to reimbursement of funds, collection of tuition for out-of-district students and other fiscal matters.
14. Arrange and coordinate transportation of children placed in special education programs.
15. Arrange and coordinate home instruction for homebound or hospitalized students.
16. Confer with the appropriate administrator on matters of common concern.
17. Coordinate any grants: a) write IDEA and ELL grant proposals, b) implement and monitor program, c) comply with regulations, d) document events and expenditures.
18. Evaluate district level Special Education staff.
19. Provide oversight to registration process.
20. Provide oversight to the management of School Safety and Security (Crisis Teams, annual Safety Audit).
21. Monitor out of school suspensions and report to Board of Education.
22. Provide oversight to School Health practices (Allergy plans, Diabetic Action plans, Health plans).
23. Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent of Schools.

Work Year: The work year shall be from July 1st to June 30th with twenty (20) vacation days.