

Job Description: Special Education Assistant Director

Special Education Assistant Director

Department: Special Education School
Reports To: Chief Program Officer
FLSA Status: Exempt
Classification: Full-Time
Work Hours: 8am-4pm Monday-Friday; as needed

Education and Experience

Required:

- Bachelor's degree in Special Education, Psychology or related discipline **AND** MO teaching certification **OR** Master's degree in School Administration, Special Education, Psychology, or related discipline
- 5+ years' experience working with individuals with Autism or related developmental disabilities
- 3+ years' experience management experience
- Experience working with individuals with mental health diagnosis
- IEP and curriculum development
- Experience implementing student communication systems

Preferred:

- Strong background in Applied Behavior Analysis
- Master's degree in School Administration, Special Education, Applied Behavioral Sciences, Psychology, or related discipline
- MO teaching certification

Essential Job Functions

- **Supervisory Responsibilities**
 - Schedule reoccurring staff meetings and trainings as appropriate to meet the needs of the program
 - Disseminate information to supervisees regarding best practice standards in the fields of special education and autism treatment on an ongoing basis
 - Supervise direct care program staff and therapists
 - Review lesson plans to ensure individualized student goals are being addressed
 - Review program data and other paperwork for accuracy with the CPO
 - Assist program staff with data analysis, including determining learning trends and suggesting program interventions based on data and data analysis
 - Complete final supervision and advise in the preparation and implementation of IEP's
 - Ensure that each classroom is environmentally appropriate for students, that the daily/weekly classroom schedule supports students individualized needs and that lesson plans are posted
 - Support related service providers and teachers to ensure that student's needs are met in regards to incorporating alternative and augmentative communication (AAC) systems, adaptive material and equipment and other technology in collaboration with lead speech pathologist
 - Ensure that a master list of the program's curriculum, equipment and materials inventory list is maintained in collaboration with master teacher
 - Organize or oversee the organization of curriculum materials, classroom supplies and program records
 - Prepare verbal or written evaluations of personnel under your in collaboration with CPO
 - Reassign staff, as necessary, to cover classrooms affected by staff absences and request substitutes as needed
 - Bring problems to the attention of the Chief Program Officer as they arise

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- Oversee the maintenance of program files/records (brown files) to ensure they are up to date; direct teaching staff as needed to be compliant with files
 - Maintain all records as appropriate for program
 - Ensure program staff adheres to accepted Sherwood Center practices
 - Act as a liaison to parents between Sherwood, KCRC and other professionals
 - Attend IEP meetings to help review and design student's programs in cooperation with parents, staff and other relevant personnel
 - Conduct initial screening, parent interview and intake of referrals and new students
 - Be prepared to field questions from visitors concerning classrooms, autism and Sherwood policies
 - Demonstrate leadership characteristics by creating a strong rapport with supervisees and creating an environment that is positive while maintaining appropriate boundaries with supervisees
- **Program Development Responsibilities**
 - Maintain up to date knowledge of best practice standards through research, journal articles and professional conferences to ensure that programming follows best practice standards in the fields of special education and autism treatment
 - Initiate and present ideas to enhance the Special Education Program on an ongoing basis
 - Design program-wide activities to support social development and vocational skillsets
 - Work in collaboration with the development office in placement of students, volunteers and visitors within the Special Education Program
 - Develop systems to measure continuous quality improvement and program outcomes.
 - Attend community events to recruit perspective job candidates, market Sherwood Center, support autism and developmental disability awareness and other community partnerships as agreed upon by the Chief Program Officer.
- **Organizational Responsibilities**
 - Provide program data and other relative information with other departments as needed to meet organizational needs
 - Deliver reports, information and materials to appropriate staff and other professionals in a timely manner
 - Attend all Town Hall and all-staff meetings
 - Attend BOD meetings as directed by Chief Program Officer
 - Respect confidentiality with regard to students, staff and agency matters
 - Develop and maintain the risk register and reporting for the Special Education Program and attend quarterly Safety Committee meetings