

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date:	07/19/2023
Title:	Assistant Special Education Director, Lexington
Reports To:	Director of Special Education, Lexington
Employment Status:	Part time
Pay Schedule:	District Specific
Days:	118 days
FLSA:	Exempt

QUALIFICATIONS

- Masters' Degree Administration or Special Education
- Appropriate state of Ohio certificate/license
- Reliable transportation
- Experience in administration, and special education
- Successful administrative and/or supervisory experience
- Knowledgeable of state and federal special education law
- Successfully pass BCI / FBI background checks

GENERAL DESCRIPTION

Provide leadership and coordination of special education programs and services. Serve children with disabilities through program development and coordination of all essential liaison and logical operations in participating districts. Ensure that each special education student is provided with the most appropriate placement and educational experience possible.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Observe, consult, and assist on a regular basis with each special education teacher to assure compliance and continuity within special education programs and services

- Provide input and guidance regarding conferences, IEP meetings, and other areas of special education involvement
- Provide input and assistance to personnel for implementation of Specially Designed Instruction
- Provide input and support in effective progress monitoring and data collection to identify and implement new special education services
- Provide staff development / professional learning experiences to special education staff, administrators, general education staff, and parents/guardians regarding programs and services for children with disabilities
- Possess knowledge and professional learning experiences regarding MTSS, including RtI and PBIS frameworks
- Maintain awareness of and disseminate information about research, programs, laws and technology relevant to students with disabilities
- Perform other specific job-related duties as directed

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- Seeks to be a leader in technology integration
- Stays current on education issues and initiatives

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

EVALUATION

Performance of this job will be evaluated by the Director of Student Services according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received