

**Roswell Independent School District
Job Description**

Job Title: ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES

Reports To: SUPERINTENDENT

General Job Description:

The Assistant Superintendent for Special Services is directly responsible to the Superintendent of Schools for planning, directing and evaluating the special education program and Promoting Literacy.

Essential Duties and Responsibilities:

1. Ensures programs, policies, and local guidelines are in compliance with federal and state law.
2. Conducts continuous planning, recommends policy revision, and develops administrative procedures to comply with law and regulations.
3. Directs the administration and coordination of all district special services and special education.
4. Directs the development, implementation and evaluation of special services programs.
5. Develops an ongoing program of staff development designed to meet the changing professional needs of associates, classroom teachers, related services certified staff, principals and other supervisors as it relates to special services in collaboration with the instructional unit.
6. Evaluates special services staff directly supervising as assigned to oversee.
7. Participates in the evaluation of special services staff not under direct supervision when needed.
8. Directs the initiation of processes that special services needs are assessed, goals developed and implemented in order to assure effective programs.
9. Guides special services staff understanding of Educational Plan for Student Success (EPSS) and goals of the district.
10. Initiates the development of special services procedural manuals, services guides, best practices manual and materials.
11. Directs assessments of existing programs, newly implemented programs and researches new programs that support the specialized needs of students in the special services division and make appropriate recommendations.
12. Oversees special services division budget planning and expenditures.
13. Directs the planning of special services programs and activities through collaboration with staff, parents, committees, local agencies and community groups.
14. Directs long range program planning for the special services division.
15. Assist administrators to initiate problem solving activities and to process decisions regarding special services and staff.
16. Acts as district representative to authorize expenditure of special services funds in order to implement Individual Education Plans (IEP).
17. Serves as member of IEP team as needed.
18. Coordinate and publicize special services staff development programs.
19. Observes special services programs as needed.
20. Oversees the Individuals with Disabilities Education Act (IDEA) and IDEA Preschool grants and activities.
21. Oversees the development and implementation of the Medicaid in the Schools program.
22. Oversees the preparation of student programs and staff reports as required by State Department of Education and as directed by Superintendent.
23. Assists in the development of the district budget.
24. Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
25. Assist in the development of recommended district policies and administrative procedures.
26. Participates in the recruitment of special services staff as needed.
27. Knowledgeable of state and federal laws, court decisions, and other litigation relevant to the special services division.
28. Oversees the special services enrollment projections.
29. Promoting literacy competency for all students Pre K-12.
30. Research and develop grants to support literacy development.
31. Maintain confidentiality with sensitive matters.

ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES (CONT'D)

- 32. Treats people with dignity and respect while adhering to all stipulations in Board Policy 3110 Code of Ethics of the Roswell Independent School District and Board Policy 3111 of the Conduct of the Roswell Independent School District.
- 33. Performs other duties and responsibilities as assigned by the Superintendent of Schools.

Qualifications:

- 1. Master's degree from an accredited College or University
- 2. Current New Mexico Administrative license as required by the State of New Mexico.
- 3. A minimum of five years public school experience in at least one area of Special Education.
- 4. Valid Drivers' license and Car Insurance.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, have full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions, (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direction supervision. After hours work may be required. Flexible hours and travel for research and training may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date