

PUEBLO SCHOOL DISTRICT 60
ADMINISTRATIVE JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title:	Assistant Director of Exceptional Student Services
Prepared Date:	3/30/2022
Revised Date:	9/1/2023
Work Year:	220 days
Department:	Exceptional Student Services
Reports To:	Executive Director of Exceptional Student Services
Salary Range:	APT Salary Schedule
Benefits:	Fringe Benefits based on Schedule C Benefits
Status:	FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The Assistant Director of Exceptional Student Services is responsible for providing assistance, guidance, and leadership to support the Executive Director of ESS and the district in meeting the achievement needs of students with disabilities. Assist in the supervision of special education programs in all preschool, elementary, middle school, high school, transition, charter, and alternative schools. Assist in determining: the types of programs for each school building, the level of staff to serve students (licensed and classified), verify correct licensure of each special education provider, budget allocations to support instruction, support and train principals in regard to special education issues, determine legal conformity and properly ensures programming and service delivery compliance.

QUALIFICATIONS:

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. The physical demands, work environment factors, and mental functions described below 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.

REQUIRED:

- Master's Degree in Education or related field
- Colorado Director of Special Education License or eligibility at time of hire
- Five (5) years of experience as a building administrator or district administration related to special education
- Previous successful experience in ESS at all levels (prek-12)
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience in Pueblo School District 60
- Previous Child Find experience
- Experience with transition IEP's
- Experience in policy development at local, state, or national level

KNOWLEDGE AND SKILLS:

- Knowledge of current theories, practices, and techniques in the education of students with disabilities
- Knowledge of special education curriculum, instructional management, and behavior management strategies
- Knowledge of federal, state, and local rules, regulations, statutes, and policies related to exceptional students and special education, including data privacy
- Knowledge of special education funding, budget development and management
- Knowledge of writing and evaluating Individual Education Plans for both quality and compliance
- Knowledge of adult learning models regarding staff development
- Knowledge of management and supervisory principles, practices, and techniques
- Excellent leadership and organizational skills and the ability to motivate people
- Knowledge of and experience in conflict management and resolution
- Ability to plan, implement, assess, and evaluate special education programs
- Ability to select, train, supervise, and evaluate staff
- Ability to maintain funding and budget control
- Excellent integrity and good moral character and initiative
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel

within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Collaborate with the Executive Director of ESS and ESS Coordinators to plan, monitor, and evaluate programs for students with special needs from 0-21 years of age
- Assist with the development, implementation and coordination of the school district's services to and programs for students with disabilities.
- Collaborate with the Executive Director of ESS to develop annual staffing plans and department budgets.
- Interpret, implement and administer local, state, and federal statutes, rules, policies, and administrative directives pertaining to services for students with disabilities.
- Work closely with school administration to ensure high quality instruction progress, monitoring, and IEP development for students with special needs
- Assist in the oversight of district special education compliance procedures and processes
- Assist in the development, implementation, and continuous review of the processes for referral, evaluation, identification, and placement of exceptional children (Child Find) in order to ensure maximum educational opportunities.
- Attend IEP meetings/IEP related events as needed to mediate and facilitate decision making for students with special needs
- Supervise Coordinators and itinerant personnel, as assigned, and conduct performance evaluations. Train, assign work, transfer, discipline, address complaints, and resolve problems as needed
- Provide vision, leadership, and professional development to support student achievement and effective services by identifying best practices, developing and implementing strategic improvement plans, determining professional development areas to support achievement plans, and interfacing special education programs with district goals and initiatives.
- Provide professional development opportunities for school site instructional and support staff that aligns with district and department goals and state expectations.
- Assist the Executive Director of ESS in supervising and administering all Special Education programs, including Charter Schools and out of district placements within Pueblo School District 60's administrative boundaries
- Assist the Executive Director with screening, interviewing, and hiring process.
- Ensure the rights of children with disabilities and their parents are protected
- Assist in preparing required documentation for resolution of disputes, complaints, and due process in conjunction with District legal counsel and the Director of ESS
- Represent the ESS department at local, regional, and state meetings, task forces, and other functions.
- Work with community constituents to represent and positively impact services for students with special needs. To include judicial services, Department of Human Services, and community health service providers.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Executive Director of ESS

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 6 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (6 – 9 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work, constant interruptions; The noise level is usually quiet in an office environment but can be noisy at times.

