



Pickens County Board of Education Job Descriptions

SPECIAL EDUCATION ASSISTANT DIRECTOR

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Months

REPORTS TO: Special Education Director

QUALIFICATIONS:

1. Valid professional certificate in Special Education Leadership or Educational Leadership (Minimum of 5 years); Prefer Special Education Director certification.
2. Highly skilled and knowledgeable in all areas of Special Education exceptionalities.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the State's Policy on evaluation.

RESPONSIBILITIES:

- Work effectively with the Special Education Director in developing and coordinating the district's Special Education program and curricula.
- Work collaboratively with both school and system personnel to implement the district's Special Education program.
- Assist the Special Education Director in the developing of the LEA Special Education Comprehensive Plan and supporting budgets.
- Facilitate needs assessments and coordinate professional development activities of special education teachers. Provide training as needed.
- Supervise the district's compliance regarding due process procedures and regulations.
- Coordinate with school psychologist and other Special Education staff members regarding policies and procedures.
- Conduct needs assessment to identify teacher and program needs.
- Serve as a consultant in the development of student IEPs.
- Observe and evaluate Special Education teachers as assigned.
- Consult with and provide support for Special Education teachers.

- Remain informed of current state and federal laws and guidelines relating to Special Education.
- Assist with accurately maintaining Special Education records.
- Participate in professional development opportunities.
- Assist in the preparation of necessary local, state, and federal reports regarding Special Education programs.
- Other duties as assigned.