



**JOB DESCRIPTION**  
**ASSISTANT DIRECTOR, STUDENT SERVICES**  
**Middle and High School Programs**

**225 Days @ 1.0 FTE**

**Range E - Elementary Certificated Administrators Salary Schedule**  
**Range F - High School Certificated Administrators Salary Schedule**

**DESCRIPTION:**

Under the direct supervision of the Director of Student Services, the Assistant Director of Student Services is responsible for the day-to-day operation of assigned programs including, but not limited to, supervision of assigned staff, instructional leadership, and compliance with District and SELPA mandates and state and federal law.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- 1. Assist the Director of Student Services with the operation of programs:**
  - Assume decision-making responsibility in the absence of the Director
  - Assist in the direction and management of all special education and student services (discipline, enrollment, intervention) programs and services
- 2. Act as a liaison to middle and high school sites:**
  - Interpret laws, policies and procedures and provide recommendations concerning issues of compliance
  - Provide training and consultation on questions related to special education and student services
- 3. Ensure smooth daily operation of assigned programs:**
  - Ensure that sites are compliant with the IDEA
  - Act as the IEP administrator and chair meetings as appropriate
  - Provide guidance to school staff to address complex student matters
  - Oversee all changes in student placements
  - Organize Extended School Year (ESY) programs
  - Assist in the recruitment, hiring and assignment of staff
- 4. Maintain ongoing communication with parents:**
  - Facilitate parent meetings
  - Respond to questions or concerns from parents
  - Arrange site visits/observations for students who are transferring between programs
- 5. Assist in planning and providing effective staff development:**
  - Determine need and coordinate staff development
- 6. Establish and maintain cooperative relationships with outside groups and agencies**
- 7. Ensure compliance with local, state and federal mandates:**
  - Assist staff in meeting SELPA, State and Federal requirements
  - Respond to any state compliance complaints
  - Work with the Director to complete special education audits or reviews as needed

**8. Assists with other duties within the District's special education programs as assigned.**

**REQUIRED QUALIFICATIONS:**

- Possession of a valid California teaching credential with license, and/or certification in at least one recognized area of Special Education
- California Administrative Services credential (or Certificate of Eligibility)
- A combination of at least three (3) years successful teaching in regular or special education

**DESIRED QUALIFICATIONS:**

- Enrollment in, or willingness to enroll in, additional graduate level work in special education or behavioral management
- Evidence of leadership in developing staff development activities

Board Approval: