

**DAVID DOUGLAS SCHOOL DISTRICT #40**  
**JOB DESCRIPTION**  
**Administration**

**JOB TITLE: Early Childhood Special Education Asst. Administrator**

**Reports To: Early Childhood Special Education Administrator**

**Job Purpose Statements:** To supervise staff in the planning and implementation of direct and indirect services to students enrolled in Early Intervention/Early Childhood Special Education Programs. General duties may include hiring, observation and evaluation of staff, program development and evaluation, management and communication of written reports, policies and procedures and to adhere to all requirements under federal and state laws pertaining to Special Education.

**Essential Job Functions:**

- **Supervise** and **evaluate** assigned licensed, certificated and classified staff and implement progressive discipline principles, if needed.
- **Lead** and **guide** activities and decisions with a racial and cultural equity mindset and lens.
- **Direct** and **review** the staff scheduling, assessment, instructional activities and report writing activities for students referred for evaluation.
- **Plan, implement** and **evaluate** staff development activities based upon identified staff needs, changes in state/federal laws, and projected trends in regular, special education, and early childhood services.
- **Supervise** the planning and implementation of Individualized Family Service Plans (IFSP) and related due process mandates provided by TSPC licensed, State licensed and classified personnel.
- **Oversee** and **assist** in the writing and review, evaluation and revision at least annually of the goals for each program assigned to the supervisor.
- **Oversee** personnel changes, recruit, interview, and recommend for hire, staff according to the District staff selection process as needed or requested.
- **Work** cooperatively with local school district, community agencies, and state agencies, to appropriately implement and coordinate student services.
- **Establish** and **monitor** procedures for the selection and purchase of evaluation instruments, protocols, adaptive equipment, instructional materials and curriculum for assigned programs.
- **Communicate** and **monitor** the district and department policies and procedures regarding staff responsibilities as related to their individual job descriptions.
- **Communicate** effectively with school personnel, parents, other professionals, advisory groups, in order to serve referred and enrolled students, plan for and operate services.
- **Participate** in ongoing professional growth activities to enhance knowledge and skills related to instructional service delivery models; accommodations and adaptations for students with disabilities; and supervisory practices.
- **Perform** related duties as assigned by the Assistant Director which are indicated to assure effective program outcomes.
- **Adhere** to the policies of the district and procedures of the department and/or section.

**Other Job Functions:**

- **Act** as a resource person.
- **Attend** staff and administrative meetings.
- **Maintain** records and write reports.
- **Conduct** parent conferences as needed.

**Administrator –Early Childhood Special Education Asst. Administrator– Page 2**

**Job Requirements-Qualifications:**

**Experience Preferred:** Five years of successful administrative experience.

**Skills, Knowledge and/or Abilities Required:**

- Ability to objectively evaluate and document student learning, staff performance and the achievement of program objectives.
- To have the emotional and physical stamina to perform duties as required by the designated task, except for temporary disability.
- Knowledge, training or experience in computer-assisted instruction, instructional computer software, computer hardware, data processing, word processing and programming.
- Training or experience in writing, compiling, editing, organizing and implementing.

**Education/Licenses Required:** Master’s Degree. Current Administrator License; valid driver's license and evidence of insurability; and Criminal Justice fingerprint clearance.

**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

Multi-Cultural preferred.

Bi-Lingual preferred.

**Terms of Employment:** 260 days per year. Salary to be established by the Board (Level C).

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

**David Douglas School District Drug Testing and Criminal Background Check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District’s Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.

Reviewed and agreed to by:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

c: Employee  
Supervisor  
File