



Position Description

Title: Associate Director of Special Education		
FLSA Class: Exempt	EEO Category: First/Mid Off & Mgr	WC Class: 8861
Job Title #: 201010	Salary Grade:	
Date Approved: June 30, 2017	Purchasing Approval Level: I	
Revision Date: June 30, 2017	Job Class: Education	
Revision: Included Clinical Assoc Director		

Purpose of Position

This position supervises the day-to-day operations of educational program on assigned campus. This position works directly with Director of Special Education to coordinate program and planning decisions. Collaboration may occur with Administrators, Teachers, Therapists, Teacher's Assistants, adjunctive therapists and residential staff. External contacts may include school districts, parents/guardians, DFS/DCFS, outside service providers, and Universities. This position reports to the Director of Special Education.

Major Duties (*Essential Element)

Practice Supervision:

- Assist program staff in developing professional skills
- Provide support, advice, and problem-solving assistance to Program staff on an ongoing basis*
- Provide crisis intervention backup-support to Program staff
- Enhance identification of Program staff with Great Circle mission and goals

Administrative Supervision:

- Hire staff
- Promote cooperation and respect between Program staff and administrative staff and the staff of other programs
- Insure that Program staffs are aware of and follow Program and Organizational policies and procedures*

For the Associate Director of Education – Clinical Focus position: Provide consistent supervision of therapists/clinicians and EMR billing responsibility

Program Management and Development:

- Maintain positive relationships with referring and collateral agencies*
- Assist in keeping Program slots full and funded
- Monitor Program effectiveness and the use of Great Circle resources*
- Communicate and cooperate with other Great Circle Programs and Departments
- Identify opportunities to reduce costs, increase efficiency, and diversify funding

Organizational Enhancement:

- Provide Program leadership in modeling Great Circle and professional values
- Represent Special Education Program and Great Circle in the professional and lay community
- Provide feedback to the Director of Special Education on any issue that may significantly impact the program and/or Great Circle
- Fill in for the Director of Special Education (as needed)*

Contribute to the Field by some combination of the following:

- Child advocacy; Staff Training; Developing Model Programs; local, state, national presentations; conducting research; etc.

Fulfill all internal and external job training requirements

Makes good use of volunteers' time and skills

For the Clinical Associate Director of Special Education: Trains, evaluates, and provides supervision to assigned clinicians and to practicum students as deemed necessary.

Working Conditions

Office environment and work in the community. Lighting and temperature adequate. Some exposure to noise. Some travel.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

Yes

Qualifications

- Strong customer service focus
- Ability to lead, manage and motivate staff
- Excellent time management
- Excellent oral and written communication skills
- Proficient in Word, Excel and email applications
- Organizational and interpersonal skills
- Good driving record and ability to obtain Class E driver's license (as needed)

Required Education and Experience

- Teacher certification in special education
- Master's degree in Special Education, administration, or other related field
- Five years special education experience
- Knowledge of Special Education laws/regulations, local school district policies, physical/sexual abuse issues, crisis prevention/intervention and curriculum planning and implementation
- CPR/First Aid certification required

For the Associate Director of Education – Clinical Focus position:

- Masters degree in Counseling, Social Work, or other human services related field
- Fully licensed as LPC or LCSW

Preferred Education and Experience

Supervisory experience is desirable.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date : _____