



EMPLOYEE NAME: _____

Revised: 11/85; 3/86; 7/86; 11/87; 8/89; 12/91; /92; 3/93;
11/94; 2/95; 2/96; 11/98; 3/01; 6/01; 6/05; 6/11; 10/12; 3/15; 9/15; 6/18

JOB DESCRIPTION

POSITION TITLE: Assistant Superintendent, Teaching & Learning Support and Specialized Services	JOB CODE: 601Z
DIVISION: Academic	SALARY SCHEDULE: Executive Pay Band
DEPARTMENT: Teaching & Learning Support and Specialized Services	WORK DAYS: 238
REPORTS TO: Chief Academic Officer	PAY GRADE: CZ00
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Ensures that the CCSD is in compliance with the IDEA and Section 504 of the Rehabilitation Act. Assumes primary operational, managerial, administrative, and oversight responsibility for all areas within the framework of Teaching & Learning Support and Specialized Services.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required; Specialist Degree preferred
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 5 years teaching experience; experience in special education, leadership, instructional management, curriculum implementation, budget planning, and supervision required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication skills with demonstrated ability to communicate effectively in person, by e-mail and by phone to resolve issues related to areas of responsibility; strong leadership skills; extensive and complete knowledge of the IDEA, GA State Rules for Special Education and Section 504 of the Rehabilitation Act; knowledge of school finance, ability to develop and monitor complex budgets; ability to work collaboratively with individuals and groups; ability to develop and successfully carry out implementation plans ability to develop and motivate staff, cultivate teamwork and grow leaders

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Facilitates and leads the vision, priorities, and planning for the Teaching & Learning Support and Specialized Services Division to provide support to schools for students with disabilities toward their desired post-secondary outcomes.
3.	Provides leadership to deliver student services; identifies needs, sets goals for the organization, develops plans, organizes, coordinates, makes decisions, communicates, and evaluates all aspects of Special Student Services.
4.	Supervises, hires, and evaluates staff.
5.	Guides the continuous evaluation of Special Education, Student Assistance Programs, H.A.V.E.N. and program development.
6.	Coordinates staff responsible for individual testing and class assignments for students with disabilities.
7.	Ensures that school district personnel are informed regarding laws, rules and guidelines governing students with disabilities (IDEA), students eligible under Section 504, due process, confidentiality, graduation requirements, and other related issues.

8.	Coordinates and oversees the budget preparation for Teaching & Learning Support and Specialized Services; allocates funds budgeted for Teaching & Learning Support and Specialized Services in the general fund and federal funds; monitors the use of funds.
9.	Coordinates dissemination of information regarding the Division services to schools, community agencies, and general public.
10.	Participates in regular and called meetings as requested.
11.	Works with advocacy groups, special interest groups, parent groups, legislators, and advisory boards for the purpose of providing appropriate services to students with disabilities.
12.	Guides the Special Education Department leadership to ensure that specialized instruction is provided to students with disabilities in compliance with applicable standards.
13.	Prepares and presents information and action items for consideration and approval by the Superintendent and the Board of Education.
14.	Works with school administrators to resolve special education issues at the local school.
15.	Prepares and submits applications, reports, plans, and other documentation related to Teaching and Learning Support and Specialized Services programs as required by the State Department of Education and other regulatory agencies.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____