



EMPLOYEE NAME: _____

Revised: 3/06; 6/12; 8/12; 10/12: 7/13; 6/18

JOB DESCRIPTION

POSITION TITLE: Assistant Director, HAVEN Academy	JOB CODE: 475A
DIVISION: Academic, Teaching & Learning and Specialized Services	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: HAVEN Academy	WORK DAYS: 238
REPORTS TO: Director, HAVEN Academy	PAY GRADE: CAD (5,6,7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervises teaching and support staff in area of responsibility	

REQUIREMENTS:

1. Educational Level: Master Degree required
2. Certification/License Required: Valid Georgia Educational Leadership certificate
3. Experience: 3 years successful teaching experience with special education students; school leadership experience preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Demonstrates leadership qualities and personal characteristics necessary for working effectively with students, teachers, parents, school staff, and community agencies; collaborates with district and school personnel to provide special education leadership in all areas of the instructional programs including specialized instruction strategies and strategies to address emotional behavioral disorders and autism; proficient in written and oral communication, and planning; knowledge of state and federal mandates related to special education.

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. Provides assistance and resources for planning and implementing educational/behavioral program, including all curriculum aspects such as monitoring the implementation of research-based instruction model).
3. Provides planning for professional learning activities.
4. Assists in assuring compliance of due process procedural safeguards.
5. Serves as a liaison to Special Student Services and Curriculum and Instruction.
6. Collaborates with local and central office to be informed of district policies and procedures as it impacts on HAVEN Academy.
7. Attends resolutions, mediations and due process hearings and serves as liaison to district legal advisor.
8. Supervises budget expenditures and secures funds for private school placement.
9. Assists in coordination of appropriate teacher and paraprofessional allotment process according to the system's plan for serving students with disabilities.
10. Supervises and evaluates selected program supervisors/administration.
11. Participates in staffing and IEP reviews when appropriate.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____