

TITLE: Special Education Program Assistant

QUALIFICATIONS:

1. Minimum Master's Degree
2. Valid Alabama Administrative Certificate
3. Minimum of three years teaching experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Special Education Coordinator

JOB GOAL: To assist in the provision of sound educational programs for children to require at least a partially different program from regular classroom programs.

JOB DUTIES:

1. Assist in the adoption of school policies to include special education needs.
2. Assist in the recommendations of policies and programs essential to the needs of exceptional children.
3. Keep informed of all legal requirements governing special education.
4. Assist in the development and initiation of survey programs for continuous identification of exceptional children.
5. Assist in the supervision and coordination of all special education classroom programs.
6. Assist in the establishment of procedures for placement, evaluation, assignment, and re-appraisal of students with regard to the special education services program.
7. Assist in the development of procedures for referral, securing medical reports, psychological examination, and placement.
8. Coordinate home instruction for eligible homebound or hospitalized students.
9. Assist in the responsibility of compiling, maintaining, and filing all reports, records, and other documents legally required.
10. Assist in the evaluation on an ongoing basis, the total special education program, curriculum procedures, and individual needs of the students.
11. Assist in consultation with parents of students enrolled in the program.
12. Assist in monitoring current programs for operational effectiveness and makes changes or recommendations for improvement
13. Assist in the coordination of departmental operations with other school district departments.
14. Assist in the development of special programs for students, including section 504 students.
15. Maintain liaison with community mental health clinics, special schools, and other resources offering therapeutic services.
16. Assist in the developing of a program of assessment through research and evaluation projects.

- 17. Assist in the supervision of the maintenance of case records on students and the completion of all required reports.
- 18. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
- 19. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 20. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED: