

Position: Assistant Superintendent of Learning and Special Education Services

Reports to: Superintendent

Classification: Full-time, Professional

Location: Central Office

Pay Range: SP18 \$82,296.00

Department: Elementary & Secondary Education

Division: Special Education

Section: Missouri Schools for the Severely Disabled

Job Code: O03513

Position with administrative and supervisory responsibilities concerned with the overall management and operation of the Missouri Schools for the Severely Disabled.

ESSENTIAL FUNCTIONS:

The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodations.

- Oversee Student Learning Services, Special Education, and Staff Professional Development
- Collaborate with the Assistant Superintendent of Operations and Administrative Services to ensure efficiency of procedures in central office and supervise central office staff
- Assist in the development of the staff work calendar and the academic calendar
- Serve on and/or facilitate Program committees as directed by the Superintendent
- Liaise with state and community agencies
- Participate in the recruitment and employment activities of the instructional staff
- Plan for personnel needs of the instructional Program
- Lead the development and implementation of the Program's Continual School Improvement Plan (CSIP), Building School Improvement Plans, and long-term professional development plans aligned to the Program's goals
- Oversee all special education processes including eligibility referrals and dispute resolutions
- Ensure all provisions of the Individuals with Disabilities Education Act (IDEA) and the Missouri State Plan for Special Education are maintained and followed throughout the Program
- Assist in developing the Program Budget
- Ensure access to high-quality curriculum and instructional programming for students with extensive support needs
- Establish partnerships with stakeholders and local education agencies to support the special education needs of students
- Support the MSSD Area Directors in day-to day instructional leadership

EDUCATION REQUIREMENTS:

1. Master's degree from an accredited college or university in an area of special education, school administration or closely related field.

2. Three years of progressive experience in special education administration or general school administration and supervisory experience.
3. Special Education Administrative Certification is preferred.

***This position requires a professional license pursuant to state law**

(Other qualifications and experience which, in the opinion of the Commissioner of Education, meet the requirements of the position may be accepted in lieu of the above.)