



Employment Announcement

Job Title: Assistant Director of Special Education
Reports To: Director of Special Education and/or Superintendent
Pay Range: Depends on qualifications and experience
How to Apply: On-line at www.usd290.org Go to employment tab

Position Summary:

Under the supervision of the Director of Special Education, the Assistant Director of Special Education coordinates the research and implementation of effective instructional programs for students with disabilities in District and assists with the operation of the District's Special Education programs and services. Assists in the planning, development, implementation, maintenance and evaluation of programs for individuals who qualify for special education services; provides training to special education staff, general education staff, administrators, classified staff and parents. Monitors program compliance. Serves as a resource in the assessment and instructional planning of individuals who qualify for special education services, including preschool and the district's alternative school. Supervises and evaluates certified and classified staff.

KPERS participation is mandatory for this position.

Additional Information:

- Master's degree from an accredited college or university in Special Education or a related field.
- Minimum of 5 years of experience in Special Education preferred.
- Assists in the development and monitoring of the District's Special Education instructional programs.
- Assists in the interpretation and enforcement of district, state, and federal policies and/or regulations.
- Analyzes data provided by principals and supervisors and conducts regular classroom visits for improving the instructional programs.
- Employee is expected to have acquired the necessary skills and knowledge to perform at an acceptable level within six (6) months of being awarded the position.

USD290 conducts background screenings and TB tests on all potential candidates.

Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-8010, Ext. 1020 at least two (2) days prior to the scheduled test or interview.

Duties listed on the job announcement are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the agreement and is subject to changes as the District's needs and requirements of change. A full job description is available upon request.

***USD290 is an At-Will employer.
USD290 is an Equal employment Opportunity Employer.***