



**DOUGLAS COUNTY SCHOOL SYSTEM**  
**P. O. BOX 1077, Douglasville, GA 30133**  
**Mr. Trent North, Superintendent**  
**770-651-2378**

**VACANCY NOTICE**

2023-2024 School Year

**POSTING DATE:** February 26, 2024

**CLOSING DATE:** March 8, 2024 or until filled

**POSITION TITLE:** Assistant Director of Exceptional Children

**PRIMARY FUNCTION:** To assist the Executive Director of Exceptional Children in providing the best possible programs for all exceptional children.

**REQUIREMENTS:** Educational Level: Master's Degree or higher. Valid teacher certification in any area of Special Education.

Certification/License Required: Eligibility for L-5 or PL-5 in Educational Leadership prior to start date with a commitment to earn L-6 or PL-6 within five years. Teaching and/or supervisory experience totaling at least five years.

**REPORTS TO:** Executive Director of Exceptional Children

Essential Duties	
1.	Demonstrates prompt and regular attendance.
2.	Provides system-level leadership and consultation to school-based administrators.
3.	Provides system-level leadership and direct supervision to staff assigned.
4.	Assists with providing consultative services to educational evaluators and other school personnel on special education pupils and programs.
5.	Assists with monitoring pupil accounting system for Special Education Programs.
6.	Assists with planning and coordinating the activities of Special Education Personnel.
7.	Assists with planning and coordinating the activities of the GA Network of Educational Therapy Services.
8.	Assists with responding to and coordinating the administration of special education parental complaints and/or legal actions.
9.	Assists with monitoring pupil accounting system for Special Education Programs.
10.	Assists with monitoring referrals of pupils needing special education assistance.
11.	Keeps current on educational research and assists with relaying pertinent findings to staff members and all concerned.
12.	Assists with preparing routine and special reports to the Superintendent, Board, staff and State

	Department of Education.
13.	Assists with developing the Annual Comprehensive Plan for Special Education.
14.	Assists with the development, administration, and implementation of the special education budget including Individuals with Disabilities Education Act (IDEA) funds.
15.	Assists with recommending to the Board and Superintendent the expansion of current programs and development of new ones.
16.	Assists with the development and implementation of the special education specialized instruction program.
17.	Assists with responding to and coordinating the administration of special education parental complaints and/or legal actions.
18.	Assists with interpreting the special education program for the Board, Superintendent, principals, and parents.
19.	Assures compliance with the state and federal regulations.
20.	Assists with responding to and coordinating the administration of special education parental complaints and/or legal actions.
21.	Assists with defining the functions and duties of the special education personnel.
22.	Assists in the recruiting, interviewing, hiring and placing of special education teachers and staff.
23.	Assists with the supervision and evaluation of special education staff, as appropriate.
24.	Assists with supervision and evaluation of School Psychologists, as appropriate.
25.	Attends health related workshops and in-service programs to provide professional development. Attends other informational programs as mandated by local and state government.
26.	Participates in IEP meetings/discussions to coordinate or review a student's health related services covered by Medicaid.
27.	Builds collaborative teams to improve the performance of students with disabilities.
28.	Develops a professional learning community within the Special Education department.
29.	Works with principals and regular education teachers to meet the performance demands of ESSA.
30.	Assists with the implementation of Senate Bill 10 rules and regulations.
31.	Performs other duties or responsibilities as assigned by the Director of Special Education.
32.	Develop procedures for Student Support Teams.
33.	Plans for and provides training to staff in Student Support Team and 504 procedures and regulations.
34.	Keeps abreast of current legislation and best practices for SPED, SST, and 504.
35.	Adequate progress towards Professional Growth Goals/Plan as measured by the Professional Growth Rating Rubric. Scores S = 3 or 4, NI = 2, U = 1

## **APPLICATION PROCEDURES:**

**External Applicants:** Apply online through TeachGeorgia ([www.teachgeorgia.org](http://www.teachgeorgia.org)). Submit a cover letter stating interest in this specific position, a standard resume and a list of three references with addresses and phone numbers, as soon as possible.

Email your application materials to [Human.Resources@dcssga.org](mailto:Human.Resources@dcssga.org) by **March 8, 2024**.

**Current Employees:** A letter of interest, resume and a list of three references with address and phone numbers.

Email your application materials to [Human.Resources@dcssga.org](mailto:Human.Resources@dcssga.org) by **March 8, 2024**.

**The Douglas County School system does not discriminate on the basis of race, gender, color, age, religion, national origin, or disability in its employment procedure.**