

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street
Gary, IN 46407

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Peter Morikis, Emergency Manager

Job Title: Assistant Director of Special Programs
Department: Special Education
Reports To: Director of Special Education
FLSA Status: Exempt
Job Status: Full time, Certified
Salary: 48 Weeks, Commensurate with Education & Experience
Funding Source: Special Education Grant

PURPOSE STATEMENT:

The Assistant Director of Special Programs will assist in the implementing and maintaining of special education programs reviews and makes recommendation for the revision of departmental programs, polices, and procedures, towards the ongoing compliance efforts to meet the state and federal laws. Will serve as support to the Director, Administrators, and staff to meet the needs of the students and families of Gary Community Schools.

ESENTIAL FUNCTIONS:

- Provides support in developing annual and long-range goals and objective for the department.
- Develops and conducts assessment of programs and services
- Reviews and make recommendations for the revision of departmental programs, policies, and procedures
- Ensures a broad range of service for students with disabilities which are continuously evaluated for improvement
- Expertise in understanding the range and scope of disabilities and the needs of this population in the district
- Reviews best practices related to academic accommodations, auxiliary services, accessible furniture, universal design instruction, assistive technology
- Assists in the supervision of full and part time staff.
- Assists in ensuring compliance with all federal and state laws
- Responsible for other duties as assigned by the Director of Special Education
- IDEA Grant Management
- IDOE Reporting

PERSONAL AND PROFESSIONAL RESPONSIBILITIES:

- Nurture a positive relationship with all staff, students, and families
- Demonstrate respect for all staff, students, and families

- Support corporation decisions and directions relative to matters of policy and administrative directives. Works as a team player
- Demonstrate ability to deal with sensitive issues
- Maintain and promote confidentiality of matters of personnel, students, and families
- Ability to collaborate solicit and consider input, guide others, make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form.

EDUCATION, TRAINING AND EXPERIENCE:

- Master’s degree in special education required
- Indiana Director of Exceptional Needs License preferred
- Indiana Administrator License required
- Licensed as a Special Education Teacher
- Minimum 2+ years experience in special education administration
- Minimum 5+ years teaching experience in special education
- Expert knowledge in special education laws and regulations
- Expert knowledge of disability categories under IDEA.

CERTIFICATION:

- Indiana Department of Education Director of Exceptional needs license preferred
- Indiana Department of Education Administrator License

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted until filled to:

Gary Community School Corporation
 Click on “Employment”
www.garycsc.k12.in.us
 1988 Polk Street
 Gary, IN 46407

(Posting 3/8/2019)

INTERVIEW REQUIRED

GCSC IS AN EQUAL OPPORTUNITY EMPLOYER