



## NILES TOWNSHIP HIGH SCHOOL DISTRICT 219

7700 Gross Point Rd  
Skokie, IL 60077  
847-626-3000  
www.niles219.org

### Assistant Director of Special Education

**REPORTS TO:** Director of Special Education

**SUPERVISES:** Licensed and Non-Licensed staff in designated departments  
Assigned activity sponsors

**POSITION OBJECTIVE:** Assists the Special Education Director in the development and implementation of curriculum and instruction in designated departments as well as supervise and evaluate the delivery of instruction in compliance with Board Goals, district and building policies and procedures for the purpose of advancing student performance.

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#### MINIMUM QUALIFICATIONS:

1. Illinois Public Educator License, General Administrative Endorsement, and Teacher Evaluator Designation required
2. Director of Special Education Endorsement
3. Master's Degree
4. Teaching or administrative experience in appropriate related field

#### REQUIRED SKILLS:

- Ability to respond to emergency situations (medical, behavioral, etc.)
- Maintain comprehensive knowledge of IDEA, State and Federal education laws, and regulations
- Ability to assist the Director of Special Education in developing and maintaining a budget
- Ability to read, interpret, and explain materials from Board policy, administrative procedures, professional journals, and legal documents, including Illinois School Code
- Ability to problem solve, make independent decisions, and effectuate change
- Strong verbal and written communication skills
- Demonstrated leadership ability to work with high school students and adults
- Ability to interpret and analyze data, and produce high-quality presentations and documents
- Ability to deal with difficult situations courteously, tactfully, and with discretion and good judgment
- Ability to interact effectively with a variety of audiences and individuals
- Current knowledge of best practices in business, operations, and human resources
- Ability to communicate and interact effectively with a variety of audiences
- Ability to maintain and grow current job skills
- Ability to lead all phases of instructional programs
- Ability to interpret, analyze, and use data to effectively present information, produce documents at a high level of sophistication, and respond to questions

- Ability to access and utilize technology to maximize other skills and performance
- Ability to make rational decisions, problem-solve, and effectuate change in accordance with established policies and procedures
- Ability to establish and maintain effective working relationships with staff and stakeholders
- Ability to manage fiscal, physical, and human resources to successfully carry out the functions and programs of the office
- Ability to deal with difficult situations courteously and tactfully and maintain composure to keep a respectful environment for students and staff
- Ability to maintain confidentiality
- Strong work ethic and aptitude as a self-starter who requires minimal supervision

## **PERFORMANCE RESPONSIBILITIES:**

### **Supervises and Evaluates the Performance of Licensed and Non-Licensed Staff Members**

- Serves as the Local Educational Agency (LEA) and facilitator for IEP meetings
- Supervises and evaluates classroom instruction
- Helps teachers understand the special needs or problems of individual students
- Supports the professional development of staff members
- Orients new teachers in the content area
- Plans, evaluates, and oversees testing programs for the assigned curricular area
- Assists department teachers in the handling of day-to-day issues related to instruction
- Supports the introduction of instructional ideas and strategies to staff members
- Enforces personnel policies
- Follows district evaluation policies and procedures for assigned staff
- Investigate concerns regarding employees
- Recommends for dismissal, tenure, and job assignments
- Recruits, screens, hires, trains, recommends for hiring, and assigns candidates
- Supervises and evaluates curriculum-related activities
- Coordinates the assignment of student teachers and observers within designated curricular area(s) under the supervision of the Director of Special Education
- Assists the Director of Special Education with running and evaluating system reports to ensure that all Special Education IEP's comply with IDEA, State, and Federal laws and regulations

### **Coordinates the Review, Revision and Implementation of Departmental Curriculum**

- Facilitates Sender School Articulations
- Analyzes Student progress in special education curriculum content areas
- Collaborates with teachers to develop, revise, and implement curriculum and assessments, e.g. learning targets, curriculum guides, and end-of-course assessments
- Supervises the implementation of curriculum and instructional programs
- Assists in the planning of departmental professional development

### **Leads the Department(s)**

- Implements board policies and procedures
- Keeps informed about current trends and practices in the various subject matter fields and disseminates professional information and materials to staff

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- Collaborates with other departmental leaders to coordinate programs
- Participates in activities for continued professional growth
- Works with the Director of Special Education to resolve both inter and intra-departmental conflicts
- Serves as LEA representative and facilitator for IEP meetings as needed
- Maintains open communication with parents, parent groups, and community organizations
- Represents the district at professional meetings and conferences

### Provides Fiscal Management for the Department(s)

- Assists the Director of Special Education with contracts for the purchase and delivery of goods and services
- Obtains comparative prices and quotations when appropriate
- Advises the Director of Special Education on the department's budgetary needs

### Manages Departmental Organization

- Maintains administrative records; prepares reports and correspondence
- Supervises school-sponsored events; supervises chaperones as assigned
- Performs other duties as assigned by the Director of Special Education
- Works with the Director of Special Education regarding facilities
- Monitors that the department is in compliance with IDEA.
- Coordinates and monitors necessary medical trainings for staff and outside related service providers
- Ensures that care plans are completed and shared with the necessary staff

**TERMS OF EMPLOYMENT:** 205 day work calendar with irregular or extended work hours including evenings and weekends.

### WORKING CONDITIONS:

**SALARY RANGE:** Target hiring range for this position will be between \$125,000 to \$140,000 per year. Offered salary will be determined by the applicant's education, experience, knowledge, skills and abilities, as well as internal equity and alignment with market data.

Apply online at: [www.niles219.org](http://www.niles219.org)

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Niles Township High Schools District 219 is an equal-opportunity employer.** It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age, or handicap.

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