



Mt. Evans BOCES

Clear Creek RE-1 Gilpin RE-1 Platte Canyon #1

Strong Partnerships Ensuring Success for Exceptional Students

Job Description

Assistant Director of Gifted and Special Education

Title: Assistant Director of Gifted and Special Education

Reports to: Executive Director, Mt. Evans BOCES

FTE: 1.0 FTE

General Description: The Assistant Director will assist the Executive Director in the planning, implementation, evaluation, compliance monitoring, and improvement of instructional practices for exceptional students (students with disabilities and gifted/talented students)

Qualifications:

- ✓ Current Colorado Educator's license in Special Education (or willingness to obtain)
- ✓ Current Colorado Endorsement in Gifted Education
- ✓ A Minimum of three to five years' successful teaching experience or educationally related specialty area experience
- ✓ Demonstrated skills in leadership and management
- ✓ Excellent written and verbal communication skills
- ✓ Demonstrated ability to work effectively with a diverse group of staff and administrators
- ✓ Knowledge of the Individuals with Disabilities Education Act (IDEA), Gifted Identification Guidelines, IEP and ALP development, and progress monitoring of student growth
- ✓ Demonstrated knowledge of Differentiated Instruction and Colorado Academic Standards

Performance Responsibilities:

As the onsite representative of the Executive Director, the Assistant Director has the following responsibilities:

- 1) **Provide staff leadership and consultation for implementing differentiated instruction and programming for students with exceptionalities**

- a) collaborate with special education/general education/gifted staff to help ensure that learner goals and objectives are met and to support progress monitoring of IEP and ALP goals
 - b) collect, analyze, and interpret student performance data and use this data to plan for improvement of instruction and programming
 - c) collaborate with each district's Differentiated Instruction Cadre for development and implementation of differentiated instruction for all students
- 2) Assist the Executive Director in the development, implementation, and evaluation of programs and services for students with exceptionalities
 - a) evaluate all aspects of the gifted and talented education on an annual, ongoing basis and makes recommendations for continued growth of gifted and talented services
 - b) provide documentation on strengths and needs for programming and services for students receiving special education services
 - 3) Assist the Executive Director in the supervision of the day-to-day operation of service and programming for exceptional students within the BOCES
 - a) provide support and training for online programs utilized by BOCES employees and special education teachers
 - b) foster the MTSS/RtI and assessment programs implemented in the administrative unit
 - 4) Provide input to Executive Director regarding the performance of gifted and special education staff. Collaborate with district administration in the supervision and evaluation of district gifted coordinators.
 - 5) Assist in assessing the needs for staff development and provide recommendations to the Executive Director. Develops, plans, and conducts professional development on topics related to the needs of exceptional students.
 - 6) Assist the Executive Director in developing and maintaining positive relationships and ongoing communication with parents of exceptional students and community members.
 - 7) Assist in reviewing IEPs and ALPs for accuracy and compliance.
 - 8) Consult with Executive Director on legal concerns or parent/students' issues.
 - 9) Facilitate IEP and ALP meetings as needed.
 - 10) Assist the Executive Director in maintaining compliance with all state and federal guidelines and with BOCES Procedural Guidelines.

