

## Wauconda Community Unit School District #118

- TITLE:** ASSISTANT SUPERINTENDENT  
OF SPECIAL SERVICES
- QUALIFICATIONS:** Master's Degree in Special Education  
Professional Educator License with General Administrative or  
Principal Endorsement  
Director of Special Education endorsement (Required, but can  
be attained during service)  
Holds Teacher and Principal Evaluator designation  
Administrative Experience
- REPORT TO:** Superintendent
- CONTRACT:** 12 Month
- SALARY:** Merit
- JOB DESCRIPTION:** Oversees all special education personnel including School  
Psychologist, School Social Workers, Speech and Language  
Pathologists, Occupational Therapists, Physical Therapists,  
Learning Behavior Specialists and Special Education Teacher  
Assistants. Serves as Records Custodian, Homeless Liaison,  
Non-Discrimination and Complaint Manager.

***Primary Responsibilities:***

1. Initiates, designs, and implements special education programs to meet specific needs of students/School District.
2. Collaborates with district departments and personnel to support and strengthen districtwide initiatives including the Multi-Tiered System of Supports (MTSS).
3. Works closely with the District Cabinet team on all district matters related, but not limited to financial matters, grants, budgets, and personnel.
4. Serve as district liaison to SEDOL, DRS, and partner agencies.
5. Operates special education programs within Local, Federal and State guidelines.
6. Serves as a model and advocate for organizational goals and philosophy.
7. Provides information to staff regarding new methods, materials and current "best practices" in the field.

## Wauconda Community Unit School District #118

8. Supervises staff members so as to promote improvement of instruction within special education programs including the general education setting.
9. Consults with special education staff, general education staff, and administration on strategies, methods, and discipline which may be applicable to special education students/programs.
10. Makes recommendations for special education staffing as it relates to student needs and the District-Staffing Plan. Recruits, screens, hires, assigns, and trains all special education and support staff.
11. Provides input for special education personnel and support staff evaluations following District's policies and procedures.
12. Assists in developing and utilizing appropriate improvement plans for staff members, as needed.
13. Keeps accurate documentation for retention, promotion, or dismissal of staff.
14. Manages and processes all special education referrals and monitors time lines to ensure compliance with IDEA regulations.
15. Manages, and processes all referrals for Americans with Disabilities Section 504 Accommodation Plan to ensure compliance with the Americans with Disabilities Act.
16. Trains appropriate building level staff in 504 Accommodation Plan and ensures adherence to regulatory timelines and guidelines.
17. Maintains accurate data for use in recordkeeping of special education reporting information.
18. Maintains confidential student files.
19. Schedules, coordinates and/or conducts all IEP meetings consistent with State and Federal guidelines.
20. Coordinates and facilitates all out of district placements as the LEA representative and oversees the maintenance of student records, contractual agreements, and related transportation logistics.
21. Works with the Curriculum and Instruction Department to seek out and write other revenue generating grants and programs (e.g., Alternative Learning Opportunities Program (ALOP)).

## Wauconda Community Unit School District #118

22. Provides technical assistance to all special education personnel, supportive staff, and administration in regulatory functions of Special Education including on-line IEP system and mandatory paperwork.
23. Remains current in any regulatory changes and informs staff on these changes.
24. Coordinates mediations, due process hearings, and Office of Civil Rights Hearings.
25. Completes all required state reports for Special Education.
26. Initiates, designs and implements (including required audits and yearly state reporting requirements) all necessary grants, including IDEA-Part B grants and the Preschool Block Grant program.
27. Plans, promotes, and manages Child Find activities including preschool screening.
28. Coordinates services of outside social service agencies that may function within school.
29. Participates in the transition of children in Early Intervention Services (EI) to District programming including attending Transition Meetings with the EI team within set timelines.
30. Assumes responsibility for professional growth through participation in professional organizations, attendance at conferences, in services, advanced courses, etc.
31. Participates in Administrative Council Meetings, Board Meetings and such other meetings as required or appropriate.
32. Serves as a member of committees and attends such meetings as directed by the Superintendent.
33. Designs and coordinates home/hospital tutoring including compliance with Home Hospital regulations.
34. Performs such other tasks and responsibilities as may be directed by the Superintendent.

03/2026