



Job Description

District Assistant Principal for Special Education

General Statement:

District Assistant Principals for Special Education are responsible for managing special education programming and related services throughout the school district.

The **District Assistant Principals for Special Education** report to the Director of Special Education and Related Services.

Major Responsibilities:

- Assists building administration in the implementation of high-quality specialized instruction to support the needs of all students with disabilities.
- Hires, in conjunction with building principal, and supervises all special education teachers, related staff and special education paras, including working with staffing agencies to onboard and supervise contracted staff.
- Provides instructional leadership by completing instructional rounds, facilitating building and individual professional development, supporting the improvement of IEP quality and providing oversight of specialized programs.
- Maintain building compliance and quality control by organizing systems and schedules with Office Support Specialists/IEP Compliance Team Leaders/Department Heads, overseeing all special education teachers, related service providers and paraeducators and facilitating unilateral meeting planning. Manage teachers and providers as it relates to compliance/paperwork (invites, consents, finalization, etc).
- Collaborate with Assistant Directors of Special Education and Related Services on district specialized programming including out-of-district and in-to-district referral processes.
- Assists Assistant Directors of Special Education and Related Services with the preparation and administration of the school budget.
- Works with building administration to support the distribution of information related to special education policies and regulations.
- Performs additional duties as assigned by the Director of Special Education and Related Services.

Physical and Mental Demands, Work Hazards:

Works in standard office and school building environments.

Knowledge and Skills:

- Commitment to creating schools that provide an education that cultivates productive habits of mind, body, and heart in every student.
- Knowledge of and experience in special education and related services.
- Ability to collaborate as part of an integrated team and develop a collegial environment within the school to support learning for students.
- Knowledge of learning theory, program implementation, best practices in instruction of students, and assessment processes specifically related to special education and related services.
- Use of data-driven decision making to determine effectiveness of programs and initiatives.
- Ability to use technology to support systems and programs.
- Excellent conceptual, analytical, problem solving, organization, and leadership skills.

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- Knowledge of federal, state, and local laws, policies, and procedures related to public schools, specifically related to special education and related services.
- Ability to analyze and synthesize information, develop and monitor a plan and produce data-focused reports.
- Strong record budget development/administration & understanding financial resources.
- Self-directed with attention to detail and excellent time management skills.
- Exceptional oral and written communication skills and a proven track record of working collaboratively with multiple and diverse constituencies.
- High standards of ethics, honesty, and integrity.
- Knowledge of and/or demonstrate the ability to learn and implement Operating Systems (i.e. Windows); Office suites (i.e. Microsoft Office, Google Docs); Presentation Software (i.e. PowerPoint, Keynote); Spreadsheets (i.e. Excel, Google Spreadsheets); Communication and Collaboration tools (i.e. Skype); Accounting Software (i.e. QuickBooks); Student Information Systems (i.e. Naviance, Power School, CT-SEDs); or any other technology deemed relevant for this position.

Qualifications:

- CT CSDE Intermediate Administration or Supervision certification (092).
- CT CSDE certification in Special Education [Comprehensive Special Education, PK–12 (065) or Comprehensive Special Education, K–12 (165)] or Special Service Area [Speech and Language Pathologist (061); School Counselor (068), School Psychologist (070) or School Social Worker (071)].
- Minimum of three (3) years of experience in a leadership position relating to special education and related services.
- Minimum of three (3) years of experience in special education and/or related services.
- Experience in an urban district, preferred.
- Such alternatives to the above qualifications as the Superintendent and/or Stamford Board of Education may find appropriate.

Union:

Stamford Administrative Unit (SAU)

Work Year:

In keeping with contracts for SAU

- 206 for all new hires
- 224s transitioning to this role will remain 224 and support oversight of summer school/ESY

Salary:

Per SAU Contract

Finalized 03/14/2025

Employee Signature

Date

Employee Name (Please Print)