



SPECIAL EDUCATION ASSOCIATION OF PEORIA COUNTY
4812 W. PFEIFFER ROAD
BARTONVILLE, IL 61607

SERVE • EDUCATE • PREPARE

SPECIAL EDUCATION ADMINISTRATOR

*Begin date 07-03-2023

Reports to: Director, Superintendents

Credentials: Type 75 Administrative Certificate and either a

Type 73 School Service Personnel Certificate or

Type 10 Illinois Certificate in Special Education or

Learning Behavior Specialist I or II

OR:

Director of Special Education Endorsement

COMMUNICATIONS

In all required meetings.

- With local district administration and staff regarding special education services.
- With Central Office personnel.
- With administrators who are responsible for supervision of programs and assigned projects.
- With the director in order to maintain necessary communications to keep the Director adequately apprised and enabling her to effectively manage and make decisions for the cooperative.
- With SEAPCO employees assigned to local districts.
- Through participation in team processes.
- By managing and promoting conflict resolution.

INSTRUCTIONAL LEADER/STAFF DEVELOPMENT

Plan and conduct staff meetings.

- Implement curriculum and revisions of curriculum.
- Conduct yearly staffings, implementing procedural guidelines.
- Identify and implement inservice needs appropriate for facilitating growth and change within the Cooperative.
- Identify, plan, and implement inservice needs for areas of assignment as needed.



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- Train staff and new administrators in conducting procedurally correct staffings.
- Effectively manage assigned programs.
- Lead, facilitate, and coordinate meetings and projects for Pupil Personnel Services Staff, i.e. consultants, parent educator, psychologists, screeners, social workers, and therapists.
- Be actively involved within local community.
- Participate in activities that promote services for students with disabilities, when appropriate.

STUDENT PROGRAM/NEEDS

Conduct annual reviews and other staffings as needed.

- Supervise services for students in special education classes.
- Act as instructional leaders on educational programming for all students.

TECHNICAL ASSISTANCE

Know, enforce, implement, and/or communicate special education rules and regulations.

- Provide staff with necessary information and directions in a timely manner.
- Provide access to resources for individuals and groups seeking to make system changes related to special education.

ORGANIZING AND PLANNING

Identify areas of need and develop systems to address the issues.

- Effectively manage projects.
- Show leadership in team processes.

PROFESSIONAL DEVELOPMENT

Develop new skills and expand current knowledge through the use of goal setting.

- Have current information and resources available regarding special education issues.



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PERSONNEL MANAGEMENT

Provide supervision of special education personnel and provide technical assistance through such means as classroom visits and conferences.

- Provide evaluation of assigned staff and make recommendations for continued employment and tenure acquisition.
- Recruit, screen, and recommend to the director, qualified job applicants for vacancies.
- Recommend staff assignments to the director.
- Keep the director informed of personnel issues.
- Participate in activities that promote teacher training and professional recruitment.
- Plan, implement, and conduct new staff training.