



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

SERVE • EDUCATE • PREPARE

## ***SPECIAL EDUCATION ADMINISTRATOR***

**REPORTS TO:** Director

**CREDENTIALS:** Master's degree in Educational Leadership and/or Special Education, and an Illinois General Administrative License and/or Director of Special Education.

### **PREFERRED QUALIFICATIONS:**

- Candidate holds a valid LBS1 license and/or a license in a related service.
- Five years of successful teaching and/or related experience in special education.
- Prior supervisory experience in an educational setting or special education case manager is preferred.
- Experience with IEPs (Assessment, Goals, Writing of the IEP, etc.)

Applicants with special education experience who are enrolled in a Principalship or Special Education Administrator Program will be considered.

**SALARY AND BENEFITS:** Will be negotiated with the final candidate.

**START DATE:** July 1, 2026

**APPLICATION:** Please apply online at [SEAPCO Employment](#)

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### **THE SUCCESSFUL CANDIDATE WILL:**

#### **COMMUNICATION**

In all required meetings.

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



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## **INSTRUCTIONAL LEADER/STAFF DEVELOPMENT**

Plan and conduct staff meetings.

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