



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

SERVE • EDUCATE • PREPARE

ASSISTANT DIRECTOR OF SPECIAL EDUCATION SERVICES

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 experience as a special education administrator.
- 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 (leading, writing, and managing)

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

START DATE: July 1, 2026

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

THE SUCCESSFUL CANDIDATE WILL:

COMMUNICATE & PARTICIPATE

- In all required meetings to support the Director, Administrators, and Central Office team.
- With local district administration and staff regarding special education services.
- With administrators who are responsible for the supervision of programs and assigned projects.
- Maintain necessary communications keeping 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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SUPPORT STAFF DEVELOPMENT

- Plan and conduct staff meetings and trainings.
- Identify and implement in-service needs appropriate for facilitating growth and change within SEAPCO, and specifically with the Related Service department.
- Identify, plan, and implement in-service needs for areas of assignment as needed. Assist the Director with training of new staff and new administrators.
- Effectively manage assigned programs.
- Lead, facilitate, help create schedules and coordinate meetings and projects for Related Service Staff, i.e. consultants, psychologists, screeners, social workers, and therapists (speech, OT, PT).
- Plan, coordinate, and lead Extended School Year (ESY) services.

SUPPORT EARLY CHILDHOOD PROGRAM NEEDS

- Conduct annual reviews and other staffing for our preschool programs.
- Supervise services for students in early childhood classes.
- Act as SEAPCO/District representative on educational programming and meetings for all preschool students.

PROVIDE 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.

ASSIST WITH ORGANIZING AND PLANNING

- Identify areas of need and develop systems to address the issues.
- Effectively manage projects.
- Show leadership in team processes.

MANAGE ASSIGNED PERSONNEL

- 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.