

Memo



To: Board of Education

From: Dr. Karla Guseman, Superintendent

Date: January 20, 2026

Re: Action Plan 2.1 Recommendation

The Board of Education approved the adoption of Action Plan 2-1 during the May 2023 Board meeting. Action Plan 2-1 states “Implement an administrative structure that fosters collaboration, focuses on student success, and ensures all programs are equitably supported.” While this action plan was approved as operationalized in May 2025, the action plan calls for annual evaluation of the current Administrative Structure. Based on current enrollment trends and supervisory needs, I am seeking approval of the following:

- Elimination of positions for the 2026-2027 school
 - Director of Student Support Services (1 FTE: District)
 - One (1) Academy Coordinator position at each campus (2 FTE: Central/West Campuses)
 - PPS Coordinator position at each campus (2 FTE: Central/West Campuses)
- New positions for 2026-2027 school year
 - Multilingual Services Coordinator (2 FTE: Central/West Campuses)
 - Behavioral Support Coordinator (2 FTE: Central/West Campuses)
 - Counseling Support Coordinator (2 FTE: Central/West Campuses)
- Revised Job Descriptions
 - Special Services Coordinator (2 FTE: Central/West Campuses)
 - Coordinator (9th Grade; STEM; Humanities) (6 FTE: Central/West Campuses)

The change in administrative structure has been discussed with all administrators and upon approval all current administrators affected will be reassigned to a new administrative role for the 2026-2027 school year. This will result in the need to post one position, the Behavioral Support Coordinator at West Campus.

Please let me know if you have further questions.

Thank you.

Joliet Township High School

POSITION TITLE:	Coordinator (9 th Grade; STEM; Humanities)
REPORTS TO:	Building Principal
QUALIFICATIONS:	Illinois Professional Educator License General Administrative or Principal Endorsement Four years of teaching experience preferred
SUPERVISES:	Building Staff as it pertains to the effective operation of the department.
JOB GOAL:	Improve student performance by providing educational leadership in the coordination of academic content and student opportunities within the department structure.

PERFORMANCE RESPONSIBILITIES:

LEADERSHIP

- Understand, support, and provide leadership in implementation of the District Strategic Plan, District Improvement Plan, and School Improvement Plan(s).
- Demonstrate collaborative leadership.
- Demonstrate integrity, ethical behavior, sound judgment, and organizational ability.
- Demonstrate strong assessment, analytical, and diagnostic skills.
- Maintain high expectations for students and staff.
- Implement and adhere to district policies and procedures, rules, regulations, and directives.
- Provide clear and consistent direction to staff on a continuing basis.
- Provide assistance to parents, staff, and students.
- Facilitate effective communication between parents and staff.
- Introduce, promote, and develop constructive ideas.
- Attend, participate and provide leadership in the community, district and/or school activities and on committees.
- Serve as a resource to building and district personnel and as a liaison to various community partners for the purpose of explaining procedures, conveying and/or receiving information as needed for the planning, developing, and evaluating of services related to assigned role.
- Develop and implement programs designed to facilitate parental and community awareness of programs and services for students and families.
- Coordinate the communication and implementation of educational best practices across the district.

- Collaborate with district directors on implementation of best practices within assigned content areas.
- Serve as coordinator and supervisor of all academy related activities.
- Facilitate all necessary department meetings and communications.
- Coordinate and lead Multi-tiered System of Supports (MTSS) Team for students within assigned area.
- Serve as a liaison between and among all internal and external stakeholders in all matters regarding the department.

STAFF/PROGRAM RESEARCH, PLANNING, SUPERVISION AND EVALUATION

- Maintain a safe and effective learning environment.
- Assist building administration with recruitment, selection and recommendations for the employment of personnel.
- Evaluate and make appropriate recommendations regarding the continued employment and assignment of building staff.
- Assist building administration with facilities management.
- Collect, analyze and share data to evaluate the effectiveness of programs associated with department assignment and areas of supervision.
- Resolve staff interpersonal conflicts in accordance with district policy and in a manner designed to foster cooperation among staff members.
- Assist the Building Principals and Assistant Superintendent for Educational Services in the planning and implementation of new and innovative programming for all students.
- Supervise and evaluate staff as assigned.

INSTRUCTION

- Maintain a culture of high expectations.
- Serves as a resource for building staff, administrators, and parents in working with students, creating a positive school climate, and helping students develop a positive self-concept.
- Assist the building administration with the development of the master schedule.
- Facilitate the implementation of best practices in instruction.
- Research, model, and teach current pedagogical practices
- Establish and cultivate partnerships with community and businesses.
- Coordinate and ensure implementation of student services and interventions for students within assigned area.
- Organize and conduct staff meetings to ensure knowledge of and compliance with district policies and procedures.
- Coordinate and monitor other programs as assigned.

PROFESSIONAL DEVELOPMENT

- Provide leadership for the District Professional Development program.
- Plan, implement and evaluate professional development and training in accordance with the District Strategic Plan, District Improvement Plan, and School Improvement Plan.
- Encourage membership and participation in professional organizations.
- Provide for and encourage opportunities for instructional staff to participate in relevant clinics, workshops, state and regional conferences.
- Orient new faculty/staff members to the department.
- Encourage membership and participation in professional organizations.

PROFESSIONAL GROWTH

- Acquire and share professional knowledge by participation in professional organizations and attendance at conferences and workshops.
- Continue to learn and implement current research based educational innovations.
- Demonstrate the ability to self-evaluate in terms of leadership, performance, and professional growth.

POLICIES AND PROCEDURES

- Evaluate, interpret, implement, and make recommendations regarding policies and procedures.
- Demonstrate knowledge of Federal and State laws pertaining to students and ensure compliance.

RECORDS AND REPORTS

- Demonstrate fiscal responsibility and prepare the necessary reports that are required in the management of budgets and grants as assigned.
- Prepare data reports for all areas of responsibility for the state and district as required.
- Process and maintain all department paperwork, correspondence and record keeping.
- Maintain accurate staff attendance records for payroll and personnel.
- Establish an effective parent involvement/communications component to the department.
- Assist the principal and assistant principals in developing and implementing the budget(s).
- Complete an annual inventory for areas of assignment.
- Plan for requisitions and distribution of equipment, materials, supplies, and services.
- Upon request, attend board meetings and prepare reports for the board.
- Coordinate newsworthy items and releases of information with the Director of Community and Alumni Relations.

OTHER

- Lead and support district and building diversity, equity and inclusion initiatives
- Assume other responsibilities as assigned.

TERMS OF EMPLOYMENT: Twelve-Month Administrative Position

EVALUATION: Performance to be evaluated annually in accordance with Board and Administrative Policies.

SALARY: Salary commensurate with experience.

Joliet Township High School

POSITION TITLE:	Multilingual Services Coordinator
REPORTS TO:	Building Principal and Director of Multilingual Services
QUALIFICATIONS:	Illinois Professional Educator License; General Administrative or Principal Endorsement; Certification or endorsement in English as a Second Language (ESL) or Bilingual Education; Proven experience as an effective teacher of multilingual learners; and Four years of teaching experience preferred.
SUPERVISES:	Building Staff as they pertain to the effective operation and programming of Multilingual Services.
JOB GOAL:	Improve student performance by providing educational leadership in the coordination of academic content and student opportunities for students receiving multilingual services.

PERFORMANCE RESPONSIBILITIES:

LEADERSHIP:

- Understand, support and provide leadership in implementation of the District Strategic Plan, District Improvement Plan and School Improvement Plan(s).
- Demonstrate collaborative leadership.
- Demonstrate integrity, ethical behavior, sound judgment and organizational ability.
- Demonstrate strong assessment, analytical and diagnostic skills.
- Maintain high expectations for students and staff.
- Implement and adhere to district policies and procedures, rules, regulations and directives.
- Provide clear and consistent directions to staff on a continuing basis.
- Establish and maintain strong parent and teacher connections, proactively communicating with families to inform them about student placement decisions, progress monitoring data, and program updates.
- Facilitate effective communication between parents and staff.
- Introduce, promote and develop constructive ideas.
- Attend, participate and provide leadership in community, district and/or school activities and on committees.
- Serve as a resource to building and district personnel and as a liaison to various community partners for the purpose of explaining procedures, conveying and/or receiving information as needed for the planning, developing, and evaluating services related to students receiving multilingual services.

- Develop and implement programs designed to facilitate parental and community awareness of programs and services for multilingual students including Bilingual Parent Advisory Committee
- Demonstrate knowledge of Federal and State laws pertaining to the education of multilingual students.
- Lead the articulation of the multilingual program, ensuring a seamless transition and continuous support for students as they matriculate.
- Work with community agencies to meet the needs of students.
- Identify, communicate, and develop action plans for programming to meet student needs.
- Lead multilingual education and general education staff for the purpose of improving existing programs and implementing new services in accordance with established timeframes, professional standards and related requirements.
- Oversee the creation and dissemination of all multilingual communications, ensuring that information regarding program updates, student progress, and school-wide initiatives is clear, accessible, and timely.
- Communicate on a regular basis with the Director of Multilingual Services and Building Principals.

STAFF/PROGRAM RESEARCH, PLANNING, SUPERVISION AND EVALUATION

- Participate as a core member of the MTSS team, analyzing student data to inform instructional decisions and intervention planning.
- Monitor and track student progress toward language proficiency and academic goals.
- Advocate for the academic, social, and emotional needs of multilingual students within the school community.
- Collect, analyze, and share data to evaluate the effectiveness of the multilingual programs and policies and procedures to meet the needs of the students.
- Assist the Director of Multilingual Services in the planning and implementation of new and innovative programming for students with disabilities.
- Supervise the implementation of all curricular programs.
- Maintain a safe and effective learning environment.
- Assist building and district administration with recruitment, selection and recommendations for the employment of personnel.
- Evaluate and make appropriate recommendations regarding assignment and the continued employment of staff.
- Assist building administration with facilities management.
- Resolve staff interpersonal conflicts in accordance with district policy and in a manner designed to foster cooperation among staff members.
- Supervise the Family Engagement Liaisons for the building.
- Supervise and evaluate staff as assigned.

INSTRUCTION

- Maintain a culture of high expectations.
- Serve as an instructional leader with deep expertise in multilingual teaching techniques and second language acquisition theory.
- Collaborate with teachers to design and differentiate instruction, ensuring that lessons are accessible and culturally and linguistically responsive.
- Lead curriculum articulation and development to ensure alignment and consistency across grade levels and content areas.
- Collaborate with Building Leadership to develop and coordinate student schedules.

PROFESSIONAL DEVELOPMENT

- Plan, implement and evaluate professional development and training in accordance with the District Strategic Plan, District Improvement Plan and School Improvement Plan.
- Provide job-embedded professional development and one-on-one coaching to teachers and instructional coaches, focusing on best practices for language development and academic content integration.
- Collaboratively plan and deliver culturally responsive parent meetings, workshops, and events that foster a welcoming and inclusive school environment and celebrate the community's diversity.
- Encourage membership and participation in professional organizations.
- Provide for and encourage opportunities for instructional staff to participate in relevant clinics, workshops, state and regional conferences.

PROFESSIONAL GROWTH

- Acquire and share professional knowledge by participation in professional organizations and attendance at conferences and workshops.
- Continue to learn and implement the current research based educational innovations.
- Demonstrate the ability to self-evaluate in terms of leadership, performance and professional growth.

POLICIES AND PROCEDURES

- Evaluate, interpret, implement, and make recommendations regarding policies and procedures.
- Demonstrate knowledge of Federal and State laws pertaining to students and ensure compliance.

RECORDS, REPORTS, AND COMPLIANCE

- Manage all compliance-related activities for multilingual students, including the administration of required language proficiency assessments (e.g., ACCESS).
- Oversee the screening process for new students and the ongoing progress monitoring of multilingual learners.

- Maintain and manage all required forms and documentation, ensuring accurate and timely submission to meet state and district mandates.
- Demonstrate fiscal responsibility and prepare the necessary reports that are required in the management of budgets and grants as assigned.
- Prepare and submit reports regarding assigned activities.
- Prepare and submit local, state, and federal reports, as necessary.
- Provide necessary student records to requesting agencies as appropriate.
- Maintain necessary files to support reimbursement claims, audits, and external evaluations for all programs as assigned.
- Develop, implement, and monitor administrative processes for the purpose of preparing reports, authorizing financial transactions, and ensuring compliance with local, state, and federal regulations.
- Upon request, attend board meetings and prepare reports for the board.
- Coordinate newsworthy items and releases of information with the Director of Community and Alumni Relations.

OTHER

- Lead and support district and building diversity, equity and inclusion initiatives
- Assume other responsibilities as assigned.

TERMS OF EMPLOYMENT: Twelve-Month Administrative Position

EVALUATION: Performance to be evaluated annually in accordance with Board and Administrative Policies.

SALARY: Salary commensurate with experience.

Joliet Township High School

POSITION TITLE: Behavioral Support Coordinator

REPORTS TO: Building Principal

QUALIFICATIONS: Illinois Professional Educator License
General Administrative or Principal Endorsement
Four Years of Teaching Experience Preferred

SUPERVISES: Building Staff as it pertains to the effective operation of the Behavioral Support Department

JOB GOAL: Improve student performance by providing educational leadership in the coordination of student support services within the Behavioral Support Department at each campus and throughout the district.

PERFORMANCE RESPONSIBILITIES:

LEADERSHIP

- Understand, support and provide leadership in implementation of the District Strategic Plan, District Improvement Plan and School Improvement Plan(s).
- Demonstrate collaborative leadership.
- Demonstrate integrity, ethical behavior, sound judgment and organizational ability.
- Demonstrate strong assessment, analytical and diagnostic skills.
- Maintain high expectations for students and staff.
- Implement and adhere to district policies and procedures, rules, regulations and directives.
- Provide clear and consistent direction to staff on a continuing basis.
- Provide assistance to parents, staff and students.
- Facilitate effective communication between parents and staff.
- Introduce, promote and develop constructive ideas.
- Attend, participate and provide leadership in community, district and/or school activities and on committees.
- Serve as a resource to building and district personnel and as a liaison to various community partners for the purpose of explaining procedures, conveying and/or receiving information as needed for the planning, developing, and evaluating of services related to assigned role.
- Develop and implement programs designed to facilitate parental and community awareness of programs and services for students and families.
- Serve as the building liaison with outside providers.

- Serve as a member on the Behavioral Health Team.
- Maintain communication with administration, security staff, and School Resource Officer regarding safety and security.
- Serve as the Suspension Appeal Administrator.
- Facilitate all necessary meetings and communications relating to Behavioral Health Teams and Triangle Teams.

STAFF/PROGRAM RESEARCH, PLANNING, SUPERVISION AND EVALUATION

- Maintain a safe and effective learning environment.
- Assist building and district administration with recruitment, selection and recommendations for the employment of personnel.
- Evaluate and make appropriate recommendations regarding assignment and the continued employment of staff.
- Collect, analyze and share data to evaluate the effectiveness of supports for students.
- Resolve staff interpersonal conflicts in accordance with district policy and in a manner designed to foster cooperation among staff members.
- Lead the Behavioral Support Staff in the exploration and utilization of preventative and restorative practices as well as alternatives to suspension to reduce instances of exclusionary discipline and the improvement of building climate and culture.
- Coordinate and supervise all departmental pupil personnel events.
- Supervises Health Services.
- Supervises the In-School Suspension and Detention Programs.
- Supervise and evaluate staff as assigned.

INSTRUCTION

- Maintain a culture of high expectations.
- Serves as a resource for staff, administrators, and parents in working with students, creating a positive school climate, and helping students develop a positive self-concept.
- Organize and conduct staff meetings to ensure knowledge of and compliance with district policies and procedures.
- Coordinate and monitor other programs as assigned.

PROFESSIONAL DEVELOPMENT

- Provide leadership for the District Professional Development program.
- Plan, implement and evaluate professional development and training in accordance with the District Strategic Plan, District Improvement Plan and School Improvement Plan.
- Encourage membership and participation in professional organizations.
- Provide for and encourage opportunities for instructional staff to participate in relevant clinics, workshops, state and regional conferences.

PROFESSIONAL GROWTH

- Acquire and share professional knowledge by participation in professional organizations and attendance at conferences and workshops.
- Continue to learn and implement current research based educational innovations.
- Demonstrate the ability to self-evaluate in terms of leadership, performance and professional growth.

POLICIES AND PROCEDURES

- Evaluate, interpret, implement and make recommendations regarding policies and procedures.
- Demonstrate knowledge of Federal and State laws pertaining to students and ensure compliance.

RECORDS AND REPORTS

- Demonstrate fiscal responsibility and prepare the necessary reports that are required in the management of budgets and grants as assigned.
- Prepare and submit reports regarding assigned activities.
- Prepare and submit local, state, and federal reports, as necessary.
- Provide necessary student records to requesting agencies as appropriate.
- Process and maintain all Behavioral Support paperwork, correspondence and records as required.
- Maintain accurate staff attendance records for payroll and personnel.
- Upon request, attend board meetings and prepare reports for the board.
- Coordinate newsworthy items and releases of information with the Director of Community and Alumni Relations.

OTHER

- Lead and support district and building diversity, equity and inclusion initiatives
- Assume other responsibilities as assigned.

TERMS OF EMPLOYMENT: Twelve-Month Administrative Position

EVALUATION: Performance to be evaluated annually in accordance with Board and Administrative Policies.

SALARY: Salary commensurate with experience.

Joliet Township High School

POSITION TITLE:	Counseling Support Coordinator
REPORTS TO:	Building Principal
QUALIFICATIONS:	Illinois Professional Educator License General Administrative or Principal Endorsement Four Years of experience as a teacher, counselor, or social worker preferred
SUPERVISES:	Building Staff as it pertains to the effective operation of the Counseling Support Department
JOB GOAL:	Improve student performance by providing educational leadership in the coordination of student support services within the Counseling Support Department at each campus and throughout the district.

PERFORMANCE RESPONSIBILITIES:

LEADERSHIP

- Understand, support and provide leadership in implementation of the District Strategic Plan, District Improvement Plan and School Improvement Plan(s).
- Demonstrate collaborative leadership.
- Demonstrate integrity, ethical behavior, sound judgment and organizational ability.
- Demonstrate strong assessment, analytical and diagnostic skills.
- Maintain high expectations for students and staff.
- Implement and adhere to district policies and procedures, rules, regulations and directives.
- Provide clear and consistent direction to staff on a continuing basis.
- Provide assistance to parents, staff and students.
- Facilitate effective communication between parents and staff.
- Introduce, promote and develop constructive ideas.
- Attend, participate and provide leadership in community, district and/or school activities and on committees.
- Serve as a resource to building and district personnel and as a liaison to various community partners for the purpose of explaining procedures, conveying and/or receiving information as needed for the planning, developing, and evaluating of services related to assigned role.
- Develop and implement programs designed to facilitate parental and community awareness of programs and services for students and families.

- Serve as the building liaison with outside providers.
- Serve as the McKinney-Vento building liaison.

STAFF/PROGRAM RESEARCH, PLANNING, SUPERVISION AND EVALUATION

- Maintain a safe and effective learning environment.
- Assist building and district administration with recruitment, selection and recommendations for the employment of personnel.
- Evaluate and make appropriate recommendations regarding assignment and the continued employment of staff.
- Collect, analyze and share data to evaluate the effectiveness of supports for students.
- Resolve staff interpersonal conflicts in accordance with district policy and in a manner designed to foster cooperation among staff members.
- Coordinate and supervise all departmental events.
- Supervises the Gateway to Graduation 2.0 Program
- Supervises the Bravo Program.
- Supervises the Catalyst Program.
- Supervise and evaluate staff as assigned.

INSTRUCTION

- Maintain a culture of high expectations.
- Serves as a resource for staff, administrators, and parents in working with students, creating a positive school climate, and helping students develop a positive self-concept.
- Organize and conduct staff meetings to ensure knowledge of and compliance with district policies and procedures.
- Oversee 504 compliance and management responsibilities within the building.
- Coordinate and monitor other programs as assigned.

PROFESSIONAL DEVELOPMENT

- Provide leadership for the District Professional Development program.
- Plan, implement and evaluate professional development and training in accordance with the District Strategic Plan, District Improvement Plan and School Improvement Plan.
- Encourage membership and participation in professional organizations.
- Provide for and encourage opportunities for instructional staff to participate in relevant clinics, workshops, state and regional conferences.

PROFESSIONAL GROWTH

- Acquire and share professional knowledge by participation in professional organizations and attendance at conferences and workshops.
- Continue to learn and implement current research based educational innovations.
- Demonstrate the ability to self-evaluate in terms of leadership, performance and professional growth.

POLICIES AND PROCEDURES

- Evaluate, interpret, implement and make recommendations regarding policies and procedures.
- Demonstrate knowledge of Federal and State laws pertaining to students and ensure compliance.

RECORDS AND REPORTS

- Demonstrate fiscal responsibility and prepare the necessary reports that are required in the management of budgets and grants as assigned.
- Prepare and submit reports regarding assigned activities.
- Prepare and submit local, state, and federal reports, as necessary.
- Provide necessary student records to requesting agencies as appropriate.
- Process and maintain all Counseling Support paperwork, correspondence and records as required.
- Maintain accurate staff attendance records for payroll and personnel.
- Upon request, attend board meetings and prepare reports for the board.
- Coordinate newsworthy items and releases of information with the Director of Community and Alumni Relations.

OTHER

- Lead and support district and building diversity, equity and inclusion initiatives
- Assume other responsibilities as assigned.

TERMS OF EMPLOYMENT: Twelve-Month Administrative Position

EVALUATION: Performance to be evaluated annually in accordance with Board and Administrative Policies.

SALARY: Salary commensurate with experience.

Joliet Township High School

POSITION TITLE:	Special Services Coordinator
REPORTS TO:	Director of Special Services and Building Principal
QUALIFICATIONS:	Illinois Professional Educator License General Administrative or Principal Endorsement LBS1 Endorsement Four Years of Teaching Experience Preferred
SUPERVISES:	Building Staff as it pertains to the effective operation and programming of Special Services.
JOB GOAL:	Improve student performance by providing educational leadership in the coordination of academic content and student opportunities for students receiving special services.

PERFORMANCE RESPONSIBILITIES:

LEADERSHIP:

- Understand, support and provide leadership in implementation of the District Strategic Plan, District Improvement Plan and School Improvement Plan(s).
- Demonstrate collaborative leadership.
- Demonstrate integrity, ethical behavior, sound judgment and organizational ability.
- Demonstrate strong assessment, analytical and diagnostic skills.
- Maintain high expectations for students and staff.
- Implement and adhere to district policies and procedures, rules, regulations and directives.
- Provide clear and consistent direction to staff on a continuing basis.
- Provide assistance to parents, staff and students.
- Facilitate effective communication between parents and staff.
- Introduce, promote and develop constructive ideas.
- Attend, participate and provide leadership in community, district and/or school activities and on committees.
- Serve as a resource to building and district personnel and as a liaison to various community partners for the purpose of explaining procedures, conveying and/or receiving information as needed for the planning, developing, and evaluating of services related to students receiving special services.
- Develop and implement programs designed to facilitate parental and community awareness of programs and services for students with disabilities.
- Collaborate with the AVAC/Transition Coordinator and the Director of Alternative Services.

- Demonstrate knowledge of Federal and State laws pertaining to the education of students with disabilities.
- Coordinate all aspects of the special education process including and not limited to: Individual Education Program (IEP) meetings, annual reviews, re-evaluations, Manifestation Determinations (MDR), etc.
- Articulate with sender schools regarding programming for students.
- Work with community agencies to meet the needs of students.
- Identify, communicate, and develop action plans for programming to meet student needs.
- Lead special education and general education staff for the purpose of improving existing programs and implementing new services in accordance with established timeframes, professional standards and related requirements.
- Communicate on a regular basis with the Director of Special Services and Building Principals.

STAFF/PROGRAM RESEARCH, PLANNING, SUPERVISION AND EVALUATION

- Maintain a safe and effective learning environment.
- Assist building and district administration with recruitment, selection and recommendations for the employment of personnel.
- Evaluate and make appropriate recommendations regarding assignment and the continued employment of staff.
- Assist building administration with facilities management.
- Collect, analyze, and share data to evaluate the effectiveness of the special education programs and policies and procedures to meet the needs of the students.
- Resolve staff interpersonal conflicts in accordance with district policy and in a manner designed to foster cooperation among staff members.
- Assist the Director of Special Services in the planning and implementation of new and innovative programming for students with disabilities.
- Supervise the implementation of all curricular programs, within the continuum of special services, including co-taught, instructional, and consult.
- Supervises the GOLD Program.
- Supervise Extended School Year program (ESY), when applicable.
- Supervise and evaluate staff as assigned.

INSTRUCTION

- Maintain a culture of high expectations.
- Co-chair the Instructional Leadership Team for Special Education.
- Support the development and implementation of curriculum and assessments in Special Education programming.
- Ensure pedagogical best practices and scientifically based instruction are implemented in the classroom, with a focus upon co-taught, instructional, and consult.
- Collaborate with Building Leadership to develop and coordinate student schedules.
- Serve as an instructional leader and resource for staff.
- Recommend appropriate instructional materials for district purchase.

- Coordinate IEP management responsibilities.
- Ensure appropriate transition services are provided for students.
- Coordinate the provision of related services for students with an individualized education plan.
- Serve as the LEA Representative when needed as appropriate.
- Organize and conduct staff meetings to ensure knowledge of and compliance with district policies and procedures.
- Coordinate and monitor other programs as assigned.

PROFESSIONAL DEVELOPMENT

- Provide leadership for the District Professional Development program.
- Plan, implement and evaluate professional development and training in accordance with the District Strategic Plan, District Improvement Plan and School Improvement Plan.
- Encourage membership and participation in professional organizations.
- Provide for and encourage opportunities for instructional staff to participate in relevant clinics, workshops, state and regional conferences.

PROFESSIONAL GROWTH

- Acquire and share professional knowledge by participation in professional organizations and attendance at conferences and workshops.
- Continue to learn and implement the current research based educational innovations.
- Demonstrate the ability to self-evaluate in terms of leadership, performance and professional growth.

POLICIES AND PROCEDURES

- Evaluate, interpret, implement, and make recommendations regarding policies and procedures.
- Demonstrate knowledge of Federal and State laws pertaining to students and ensure compliance.

RECORDS AND REPORTS

- Demonstrate fiscal responsibility and prepare the necessary reports that are required in the management of budgets and grants as assigned.
- Prepare and submit reports regarding assigned activities.
- Prepare and submit local, state, and federal reports, as necessary.
- Provide necessary student records to requesting agencies as appropriate.
- Maintain necessary files to support reimbursement claims, audits, and external evaluations for all programs as assigned.
- Develop, implement, and monitor administrative processes for the purpose of preparing reports, authorizing financial transactions, and ensuring compliance with local, state, and federal regulations.
- Upon request, attend board meetings and prepare reports for the board.
- Coordinate newsworthy items and releases of information with the Director of Community and Alumni Relations.

OTHER

- Lead and support district and building diversity, equity and inclusion initiatives
- Assume other responsibilities as assigned.

TERMS OF EMPLOYMENT: Twelve-Month Administrative Position

EVALUATION: Performance to be evaluated annually in accordance with Board and Administrative Policies.

SALARY: Salary commensurate with experience.