



**Lewiston-Altura Public Schools, ISD #857 - Job Description**

**Job Title: Dean of Special Education (TOSA)**

Department/Section: Teacher

State Job Match: 282

Title of Immediate Supervisor: Building Principals

**JOB SUMMARY** -- This position supports the elementary and high school principals and special education teachers in implementation of special education services. The contract will be for 190 days (teacher 185 day teacher calendar plus 5 days in the summer).

**TASKS and DESCRIPTION**

1. Provide guidance and assistance regarding special education due process laws, rules, policies and best practices.
2. Assist teachers with MTSS and the special education referral/evaluation process.
3. Assist and support special education teachers in writing and updating student IEP's in accordance with best practices, compliance and timelines.
4. Act as district LEA representative for IEP meetings as requested by principals. Principals will attend IEP meetings that are for new evaluations, re-evaluations or meetings that are anticipated to be more complex.
5. Support all teachers to ensure that students receive interventions and necessary accommodations as specified in students' IEPs and for state and local testing.
6. Work as liaison between special education teachers, principals and HVED staff to facilitate communication, including but not limited to processes and procedures for accessing HVED services and programs.
7. Work jointly with the principals, the high school Dean of Students, teachers and parents to address de-escalation/discipline for students with IEPs, in accordance with the students' needs and IEP.
8. Work collaboratively to actively support staff working with students with the highest/most complex needs.
9. Assist special education teachers in developing data collection forms and processes for uniform progress reporting
10. Substitute for special education teachers and paraprofessionals only if specifically needed due to support a particularly high student needs situation and requested by a principal.
11. Dean of Special Education will not be assigned to a specific student or classroom on a daily or regular basis. The Dean is responsible for problem solving and communicating with administration on staffing needs.
12. Assist in student and staff scheduling and ESY planning
13. Monitor educational assistants and special education staff onboarding, and ongoing mentoring and training.
14. Manage scheduling of IEP meeting with IEP team members.

The above tasks are listed for the purpose of identifying the appropriate State Job Match for this job class and are not intended to be a comprehensive list of all responsibilities and tasks which may be assigned to this position. Additional duties will be assigned by mutual agreement with the teacher and the administration.

**QUALIFICATIONS:** Valid Minnesota teaching license in special education with a preference for a minimum of 5 years special education teaching experience and a master's degree in special education or equivalent.

**PHYSICAL REQUIREMENTS:** Limited

**ORGANIZATIONAL RELATIONSHIPS:** This position reports directly to the building principals and works collaboratively with office staff, general education teachers, and support staff.

**WORKING CONDITIONS:** No unusual or extraordinary working conditions.

**TERMS/CONDITIONS OF EMPLOYMENT:** Work year is based on current teacher Master Agreement.

**PERFORMANCE REVIEW:** Evaluation by building principal in accordance with district policy.