

**BOARD OF EDUCATION, DISTRICT NO. 148  
DOLTON, COOK COUNTY, ILLINOIS**

**Job Description**  
**Assistant to the Director of Support Programs**  
*(Grant Funded – Non Administrative Position)*

A. Qualifications

1. Type 75 Administrative Certification
2. Knowledge of intervention strategies, curriculum modifications, and support programs and services
3. Five years teaching experience in Special Education
4. Knowledge of the laws governing Special Education

B. Responsibilities

Reports to the Director of Support Programs and the Superintendent of Schools

1. Contributes to the development of the total district philosophy of education and collaboration
2. Works collaboratively with all levels of administration and staff to enhance programs for all students
3. Maintains familiarity with current educational issues through a process of ongoing personal development
4. Prepare reports requested by the Director of Support Programs and the Superintendent
5. Performs other responsibilities as necessary or as assigned by the Director of Support Programs and the Superintendent

C. Duties

1. Assists with the administration of programs funded through non-competitive federal and state grants
2. Assists with the implementation of Response to Intervention
3. Assists with the evaluation of existing programs as an ongoing responsibility and provides leadership in establishing new support programs as needed
4. Coordinates the delivery of Homebound Services
5. Coordinates the delivery of Bilingual education to eligible students
6. Conduct IEP Meetings in coordination with the Director of Support Programs

D. Outreach

1. Assists with community outreach to enhance programs for staff and all students
2. Cooperates with the Business Office for all expenditures
3. Assists with the submission of reports for state and federal grants

E. Terms of Contract

1. Twelve month contract
2. Salary reviewed annually through IDEA Grant and upon approval by the Board of Education

F. Evaluation

In collaboration with the Superintendent and the Director of Support Programs