# V A C A N C Y

**Please Post**

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| **2025-2026 School Year****Full Time Assistant Special Education Director** |
| Overview | We are seeking an experienced and talented Assistant SpecialEducation Director to join our dedicated team. This individual willwork closely with the Special Education Director to oversee theadministration of special education programs across the administrativeunit and ensure all students with disabilities receive high-quality,specially designed instruction. This Assistant Director will be pivotal insupporting the development and implementation of instructionalstrategies and services that enhance educational outcomes for studentswith disabilities, along with ensuring compliance with federal, state,and local regulations. |
| Essential Duties and Responsibilities | * 1. Assist in the leadership, planning, implementation, and
* supervision of the Special Education department to ensure
* effective delivery of services across all grade levels and
* disability categories.
* 2. Collaborate with school administrators, teachers, and other
* educational professionals to ensure that specially designed
* instruction meets the individual needs of students with
* disabilities.
* 3. Provide direct support to schools in designing and improving
* individualized education programs (IEPs) that meet the needs of
* the student and align with state standards and federal
* guidelines.
* 4. Oversee the professional development of special education staff
* to ensure they are equipped with the latest evidence-based
* practices and instructional strategies.
* 5. Monitor the effectiveness of special education programs and
* services, gathering and analyzing data to inform decision-
* making and drive continuous improvement.
* 6. Develop and implement strategies to enhance collaboration
* between general education and special education teachers to
* support inclusive practices across the administrative unit.
* 7. Work with families and community stakeholders to promote
* understanding of special education services and foster
* partnerships that support student success.
* 8. Facilitate professional learning communities.
* 9. Guide improvement practices through the development of
* procedures and identification of training needs for instructional
* and paraprofessional staff.
* 10. Conduct site visits for observations and walk-throughs.
* 11. Supervise and evaluate specialized service providers and special education teachers.
* 12. Plan, coordinate, and communicate staff development strategies and activities for staff.
* 13. Assist with monitoring and ensuring compliance with rules and regulations of the special education program.
* 14. Assist with recruiting, interviewing, hiring and placement of special education staff.
* 15. Attend IEP meeting as Director Designee.
* 16. Assist with the resolution of informal complaints.
* 17. Perform other duties as assigned by the Director of Special
* Education and/or Executive Director.
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| Qualifications/StandardsSpecific Skills, Experience, Other Requirements | * 1. A valid Colorado Special Education Director license authorized by CDE.
* 2. A valid Colorado special education teaching or SSP license
* 3. Must possess a valid Colorado driver’s license.
* 4. Minimum of five years of service delivery experience in a
* special education field. Minimum of two years of
* administration or instructional coach responsibilities.
* 5. Demonstrated expertise in specially designed instruction and

individualized instruction strategies.* 6. Clear vision on how to impact student achievement and
* implement effective special education services
* 7. Experience in administration, program management, or
* leadership roles within special education.
* 8. In-depth knowledge of IDEA, ECEA, and other relevant state
* and federal regulations and laws governing special education.
* 9. Strong communication, interpersonal, and organizational skills, with the ability to build positive relationships with staff,
* students, families, and community partners.
* 10. Proficiency in data analysis, educational assessments, and using data to drive instruction and program improvements.
* 11. Strong planning, organization, motivation, management,

supervision and evaluation skills.* 12. Skills in facilitation, problem solving and conflict engagement practices.
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| Employment TermsSalary | * 210 Day Notice of Assignment. Starting Salary Range: $82,620-

$123,975 commensurate with qualifications and experience. Excellent benefit package including PERA, Health, Dental, Life, and Disability Insurance. |
| Application Process / Requirements  | Please send resume and Letter of Interest to Jocelyn Aldridge, Director of Special Education at jaldridge@cboces.org |
| Application Deadline  | * Application deadline -March 7, 2025
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| Employment Start Date: | July 21, 2025 |
| Submit Application **Materials to:** | Centennial BOCES2020 Clubhouse DriveGreeley, CO 80634Attention: Jocelyn AldridgeOr  **jaldridge@cboces.org** |

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