



WABASH AND OHIO VALLEY SPECIAL EDUCATION DISTRICT

Monica Girten, Director

800 S. Division Street | Norris City, Illinois 62869 | 618-378-2131 | Fax: 618-378-3153 | www.wovsed.org

VACANCY NOTICE

WOVSED Assistant Director

Starting Date: Immediately

Qualifications: Type 75 General Administrative
Special Education Experience Required

Basic Job Duties:

- Responsible for personnel management, including recruitment, interviewing, assignment and evaluations of staff.
- Provide effective leadership of the ongoing program. Determine program needs and implement staff in-service programs.
- Maintain confidentiality, display professional ethics, and demonstrate commitment to the program.
- Maintain up to date knowledge of special education rules, regulations, policies and laws.
- Serve as liaison between school districts and community as well as local, state and federal agencies.
- Supervise maintenance of confidential records and be responsible for the release of such information.
- Cooperate with other WOVSED staff and district staff to achieve goals.
- Respond promptly and appropriately to request for assistance.
- Exhibit and maintain proficient technology skills.
- Perform other duties as assigned by the Director.

Salary: Regionally Competitive

Contract Length: 12 month

Application Process:

Please submit a letter of interest and current resume to:

Monica Girten, Director

800 S Division St

Norris City, IL 62869

Email: mjgirten@wovsed.org Fax: 618-378-3153

Application Deadline: Until position filled