



# 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](http://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](mailto:mjgirten@wovsed.org) Fax: 618-378-3153

**Application Deadline:** Until position filled