

Director, Special Education

Definition

Under the supervision of the Assistant Superintendent, Educational Services, the Director, Special Education, supervises the District's Special Education Department, including special education and health services. The primary function of the position is implementing and maintaining pupil service programs and services in conformance with District and state objectives; providing written support and/or conveying information; serving as a resource to other school personnel, the Board, and other districts; and maintaining adequate staffing to ensure that objectives of programs and services are achieved within budget guidelines.

Essential Duties and Responsibilities

- Assumes responsibility for working with other management personnel to develop and/or revise District policies and procedures aligned with the Education Codes for maintenance of quality and effective special education and health services;
- Monitors and supervises special education and health services in TK-12 schools in conjunction with staff to ensure inclusiveness, effectiveness, and appropriateness of student placement and support;
- Supervises general management of all special education and health services;
- Implements the District's comprehensive recruitment, retention, and evaluation programs for department certificated and classified personnel;
- Supervises procedures for referral of students to county and state programs and institutions;
- Provides professional development activities for certificated and classified staff in specialized areas;
- Represents the District as a voting member of the special education program council and serves as liaison with other special education agencies;
- Directs the organization, administration, and supervision of the Individualized Education Program process;
- Establishes, distributes, and expends financial resources under his/her assigned classifications within budgetary restrictions;
- Selects, assigns, inservices, and evaluates all assigned personnel;
- Assists in establishing and coordinating community resources including the development and implementation of interagency agreements which may provide support to students whose special problems are affecting school adjustment;
- Designs, develops, and directs District procedures for conducting psychological studies;
- Assists the supervisor in carrying out other duties and responsibilities as directed;
- Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes, and other applicable laws and regulations;

- Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment;
- Evaluates certificated and classified personnel.

Required Qualifications

- Possession and maintenance of a valid California administrative credential authorizing service as an administrator;
- Three or more years of successful teaching, counseling, or school psychologist experience, particularly with special education;
- Master's Degree from an accredited institution of higher learning, preferably in administration or a closely related field;
- Three or more years of experience as a school principal is preferred.

Knowledge of

- Principles, practices, trends, goals, and objectives of special education;
- Philosophical, educational, fiscal, and legal aspects affecting the special education department, including special education and health services;
- Organization, management, planning, and evaluation strategies, techniques, and procedures;
- Research and development strategies, policies, and techniques;
- District organization, operations, policies, and objectives;
- Current applicable laws, regulations, codes, policies, and procedures;
- Interpersonal skills, conflict resolution strategies and procedures, and team management building methods and techniques.

Ability to

- Plan, organize, coordinate, and direct the District special education programs, including special education and health services;
- Plan, organize, develop, and implement budget planning and expenditure control;
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective;
- Evaluate and analyze complex problems, issues, and concerns; recommend appropriate alternative solutions; and make effective and timely decisions;
- Establish and maintain cooperative organizational, public, and educational community relationships;
- Interpret, apply, and explain rules, regulations, policies, and procedures;
- Supervise the performance of assigned staff;
- Demonstrate effective communication skills both orally and in writing.

This position will be paid on the appropriate step of the Certificated and Classified Management Salary Schedule (\$11,379 - \$13,163 monthly, 12 months)