



DIRECTOR SPECIAL EDUCATION

Revised: 03/02/16

BRIEF DESCRIPTION OF POSITION:

The Director of Special Education, under the supervision of the Assistant Superintendent Educational Services plans, administers, organizes, and supervises the District's special education programs and services in support of post-secondary readiness for Students with Disabilities; including students with disabilities also identified as English Learners, Foster Youth, Homeless Youth, Migrant Youth, and Economically Disadvantaged Youth.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides oversight and support for the implementation of State Board of Education adopted California Standards, the California Assessment of Student Performance and Progress, and the California Alternative Assessment. **E**
2. Provides leadership, support, and oversight of the District's special education programs; maintains appropriate program quality. Ensures compliance with federal, state, and local laws, regulations, and reporting requirements relative to special education. **E**
3. Collaborates with district and site administrative staff in the selection, assignment, supervision and evaluation of special education personnel. **E**
4. Oversees the referral, assessment, eligibility, placement, programming, and evaluation processes for students with disabilities and students with exceptional needs; reviews and approves all special education placements and recommendations for non-public school placements. **E**
5. Develops and administers the special education budget, ensuring that all services meet the District's budgetary and contractual guidelines and that appropriate billings are completed for additional services; monitors and approves expenditures, ensuring sound fiscal management of special education programs. **E**
6. Represents the District in matters related to the special education program; serves as district representative at IEPs, due process hearings, SELPA, and other venues as appropriate. **E**
7. Interprets and administers state and SELPA regulations and directives; conducts training for all district staff on special education laws, regulations, compliance requirements, district procedures, and instructional practices. **E**
8. Coordinates District's special education programs with other organizations and agencies working with special needs students; negotiates interagency agreements and communicates with other agencies in a cooperative relationship; serves as liaison between schools and local service agencies. **E**
9. Collaborates with site leadership to serve as special education consultant and resource to site administrators. **E**
10. Provides input to the Assistant Superintendent of Educational Services for special education curriculum revisions and course development. **E**
11. Establishes and supports the Community Advisory Committee in accordance with state regulations and requirements. **E**
12. Keeps administrators and the district informed of available federal, state, and local resources for special education. **E**
13. Develops, reviews, and recommends the adoption or revision of board policies and regulations pertaining to special education. **E**
14. Consults on inter/intra district transfers for and expulsion recommendations of students with disabilities. **E**
15. Provides oversight and support for community input on the District's special education programs, in support of the annual update to the Local Control Accountability Plan. **E**
16. Performs other duties as assigned. **E**

KNOWLEDGE AND ABILITIES:

- Ability to communicate effectively
- Interpret policy, procedures and data.
- Maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Frequent district-wide and occasional statewide and national travel.
- Occasional prolonged and irregular hours.
- Infrequent heavy lifting.

REQUIREMENTS:

- WORK YEAR:** Certificated Management Work Year; 223 days
- CREDENTIAL:** Current valid Special Education Credential (preferred) or School Psychologist Credential (preferred) or Speech Language Therapist Credential or Teaching Credential or Pupil Personnel Services Credential; and Current Administrative Credential
- EDUCATION:** Master's degree in education or related field from an accredited college or university (preferred)
- EXPERIENCE:** Three years successful experience as a special education teacher (preferred) or school psychologist (preferred) or speech language therapist or teacher or school counselor; Successful experience as a school site administrator (preferred); Extensive experience working with diverse student populations; Extensive experience with the IEP process (preferred); Experience providing Professional Learning (preferred); Experience with Special Education Due Process (preferred)
- OTHER:** Bilingual in Spanish (preferred/not required)
Knowledge of Mixteco, Tagalog, and other world languages (preferred)
- SALARY:** Certificated Management Salary Schedule
- BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance + Car Allowance + Doctoral Stipend (for a verified earned doctorate)