

**JOB TITLE: DIRECTOR OF SPECIAL EDUCATION**

**JOB DESCRIPTION**

**General Description:**

Under the direction of the Superintendent or Designee, provide plan, organize, and direct assigned Special Education programs; manage programs involving teachers, aides, and auxiliary staff; provide leadership covering a wide variety of programs, disciplines, and disabilities over an assigned site or geographic area; supervise and evaluate the performance of assigned personnel; interpret law, regulations, and policy/procedures to determine the best course of action. Monitor, implement, and/or direct psychological and counseling services, including, but not limited to, testing and consultation services with students, parents and staff.

**Essential Duties:**

- Plan, organize, control, direct and evaluate a variety of programs, projects and activities related to the Special Education and support services programs for the District.
- Responsible for developing and evaluating programs for Special Education students; including curriculum implementations and evaluations.
- Responsible for program management and maintaining compliance with maintenance of effort and Individual Education Plans (IEPs).
- Supervise all SDC and RSP programs in the District; preschool through grade 12.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; provide for appropriate research and compile reports for State and Federal agencies.
- Collaborate with Tulare County Office of Education and outside agencies for special programs
- Monitor and manage the Special Education and support services budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
- Respond to Office for Civil Rights complaints, State Department of Education investigations, and due process hearings.
- Ensure compliance with Federal and State laws and regulations.
- Attend conferences to stay current with the latest developments in Special Education; including laws and regulations.
- Attend and participate in SELPA committee meetings
- Attend a variety of management meetings representing the Special Education program.
- Attend or chair a variety of meeting; represent the District in collaborative/ partnerships/task forces with the County, human services agencies, institutions of higher education, business/industry and judicial and law enforcement agencies as assigned by the Superintendent or designee.
- Plan, coordinate, and facilitate Special Education and Support Staff meetings.
- Develop and implement policies and procedures for the Special Education and Support Services Department
- Monitor district-wide 504 services and protection
- Supervise and evaluate the performance of assigned certificated and classified staff; interview and select employees and recommend transfers, assignment reassignments, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff

- Implement and supervise Intensive Reading Intervention Programs for Special Education including non-identified student programs
- Develop and supervise programs for Licensed Care Institutions; including intake and placement of students
- Perform related duties as assigned by the Superintendent or designee

**Qualifications:**

*Knowledge of:*

- Applicable laws, codes, regulations, policies and procedures;
- District organization, operations, policies and objectives;
- Oral and written communication skills;
- Bilingual Preferred.
- Planning, organization and direction of a major Special Education program.
- Budget monitoring and control.
- Principles and practices of management.
- Curriculum for Special Education programs.
- Counseling and testing programs for Special Education students

*Ability to:*

- Coordinate and work with professional staff, parents, and community groups; Assess effectiveness of programs;
- Develop, interpret and monitor program budgets and evaluate and compare costs associated with the delivery of services;
- Establish and maintain effective working relationships with the staff and the public;
- Meet schedules and time lines.
- Plan, organize and administer a complex Special Education program.
- Communicate effectively both orally and in writing. Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Remain current on trends and developments in the Special Education field.

**Education and Experience:**

- Pupil Personnel Services Credential Authorizing School Psychology
- Teaching and/or Special Education experience
- Knowledge in areas of Behavior Intervention
- California Administrative Credential and at least three years of successful administrative experience.
- Valid California Teaching Credential preferred.

**Licenses/Certification Requirements:**

- Possession of and ability to maintain a valid California Motor Vehicle License
- Department of Justice Fingerprint Clearance

**Physical Demands/Working Conditions:**

*Physical Demands*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

*Work Environment*

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very moderate to quiet.

Board Approval: February 25, 2020