

Farmersville Unified School District

JOB TITLE: DIRECTOR OF SPECIAL EDUCATION/SCHOOL PSYCHOLOGIST

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. Provide, or direct psychological and counseling services, including, but not limited to, testing and consultation services with students, parents and staff.

Essential Duties:

- Manages, plans, and implements all special education programs in accordance to state and local laws and regulations.
- Provides psychological/counseling services to students referred by school staff.
- Administers individual intelligence and achievement tests to students for educational planning purposes.
- Prepares reports and makes recommendations for special class placement to the individual education program team for special education students.
- Serves as a member of the individual education program team for the admission/discharge of special education students.
- Assists in the coordination of services of auxiliary personnel, such as the speech therapist, preschool, personnel, etc.
- Serves as a member of the district advisory committee and the school advisory committees, school pupil personnel committees, etc.
- Works closely with outside agencies in serving the psychological needs of students;
- Recommends and implements budget for special education.
- Supervise the identification, evaluation and placement of students referred for psychological services and/or special education.
- Prepare applications, reports and documents for submission to the local, State and federal agencies.
- Monitor laws and regulations pertaining to Special Education and develop written policies and procedures to follow legal requirements.
- Supervise implementation of Individual Education Plans (IEP's).
- Represent the district in due process hearings and mediation.
- Assist in training staff as related to Special Education.
- 504 Coordinator for the District.
- Supervise and evaluate assigned staff.
- Performs other duties as assigned by immediate supervisor(s).

Qualifications:

Knowledge of:

- Applicable laws, codes, regulations, policies and procedures;
- District organization, operations, policies and objectives;
- Oral and written communication skills;
- Bilingual Preferred.

Ability to:

- Plan, organize, control and direct the functions of Special Education;
- 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;
- Exercise judgment and discretion in interpreting and applying policies and procedures;
- Meet schedules and time lines.

Education and Experience:

- Pupil Personnel Services Credential Authorizing School Psychology
- Administrative Services Credential Required
- Teaching and/or Special Education experience
- Knowledge in areas of Behavior Intervention

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 Approved: April 26, 2016