

Solano County
Office of Education

JOB TITLE: Assistant Director, Special Education

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To assist the Senior Director of Special Education in implementing the division's operations and administration. Directly supervises special education staff. Serves as the primary contact for agencies cooperatively serving special education students and their families (i.e., Headstart, Northbay Regional Center). Directs and leads the implementation of the Early Start Program (Me Too). Coordinates paraeducator staffing with human resources and special education managers. Coordinates the staff development activities for special education staff.

JOB REQUIREMENTS AND QUALIFICATIONS

Minimum of five (5) years of experience in education, including at least two (2) years as a principal.

A California Administrative credential.

Demonstrated knowledge of the IEP process.

At least three (3) years as an administrator with at least two levels of experience as a principal desired.

Experience in supervising special education staff desired.

ESSENTIAL DUTIES

Provides leadership to staff in determining objectives and identifying student program needs, as the basis for developing long and short-range plans for the program of assignment, and developing long and short-range instructional objectives for each student within the assigned program.

Interprets and implements the County Office approved curriculum programs in light of individual student and program needs.

Enlists the assistance of school resource personnel for the improvement of programs in the school.

Identifies, provides, and coordinates in-service growth opportunities for certificated, paraprofessional, and classified personnel within the school, soliciting the help of the director when necessary.

Supervises and evaluates the performance of all assigned personnel including paraeducators and educational interpreters in accordance with the Superintendent's adopted guidelines for evaluation and assessment. Recommends appropriated action in cases of substandard performance, and identifies and encourages individual employees with leadership potential.

Supports the assignment of students in such a way as to encourage optimum growth.

Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, school grounds, and building facilities.

Carries out a program of community relations, as a means of interpreting and furthering school programs through professional and community organizations.

Interprets and applies state, county, and school district laws, regulations, policies and procedures at the school site.

Serves as the educational leader for a variety of programs which may include DHH. Responsible for direction of the instructional program, and participation in staff and student activities and community leadership.

Assists Senior Director of Special Education in fulfilling the curriculum, staffing, and supervision needs of the department.

Coordinates staff development for special education staff.

Serves as a member of the Management Advisory Council (MAC) meetings, as scheduled.

May chair IEP meetings.

MARGINAL DUTIES

Coordinates the recruitment and assignment of special education paraprofessional staff.

May assist the Senior Director as a liaison support to Regional Center, Headstart, and other community service providers linking special education students and families to these agencies.

May attend SELPA Special Education Council (SEC) and related task force meetings as requested by the Senior Director.

May attend Special Education Administrators' of County Offices (SEACO) statewide meetings as agenda necessitates it throughout the year as requested by the Senior Director.

May participate as management representation in interest-based bargaining

Performs other duties as assigned.

