

DIRECTOR, SPECIAL EDUCATION

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides administrative leadership by directing the division's operations and administration of all special education programs operated by the Solano County Office of Education. Directs the supervision of the principals and designated resource staff for the special education programs. Monitors and approves expenditures within the adopted budget. Coordinates budget planning and the adoption process within the programs. Facilitates resource services to the programs and evaluates their performance. Serves as a member of the Special Education Council. Facilitates communications with parents, organizations, and the community, promoting program goals. Performs related duties as assigned in special education.

EXAMPLE OF DUTIES

1. Directs the operation and administration of all special education programs within the special education division.
2. Sets the basic division policy for special education services.
3. Provides for orderly entry of district disabled children into County programs and vice versa.
4. Coordinates and reviews, if necessary, the evaluation of all staff assigned to the special education division.
5. Identifies and provides curriculum training experiences for teachers, administrators, and other staff assigned to special education.
6. Develops and recommends budget items required to maintain high quality programs at all sites in special education.
7. Observes the instructional programs by regular visits to school sites and by conferring with principals, supervisors, consultants and teachers.
8. Assists in securing facilities for special education programs within the special education division.

9. Provides recommendations to Human Resources for recruiting qualified teaching staff to maintain high standards of program performance.
10. Serves as a curriculum liaison to special education programs within the division. Regularly meet with the educational leaders in charge of special education at both the local and state levels.
11. Serves as a member of the Management Advisory Council of the Solano County Office of Education.
12. Keeps the Assistant Superintendent, Human Resources and Programs fully informed of the status of special education programs.
13. Performs other duties as assigned.

SUPERVISION RECEIVED

Limited supervision received. This position is directly responsible to the Assistant Superintendent, Human Resources and Programs.

SUPERVISION EXERCISED

Supervises the special education principals and assigned staff.

JOB REQUIREMENTS AND QUALIFICATIONS

Minimum: Five (5) years of experience in education, with at least two (2) years as a principal.

A California Administrative Credential

Desired: At least five (5) years as an administrator with at least two levels of experience as a principal. Experience in supervising psychologist, counselors and other resource staff. Knowledge of budgetary and human resources processes. Demonstrated knowledge of laws relating to income and expenditures of public schools in California as they pertain to special education.