

Solano County
Office of Education

JOB TITLE: Senior Director, Special Education

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides administrative leadership by directing the division's operation and administration of all special education programs operated by the Solano County Office of Education. Administers programs of the office in the area of special education; directs the supervision of the principals and designated resource staff of the programs, and evaluates their performance; monitors and approves expenditures within the adopted budget; coordinates budget planning and the adoption process within the programs; facilitates resource services to the programs, including facilities and maintenance and operation; facilitates communications with parents, organizations, and the community, promoting program goals.

JOB REQUIREMENTS AND QUALIFICATIONS

- Minimum of five (5) years of experience in education, including at least two (2) years as a special education administrator.
- A California Administrative credential.
- At least five (5) years as an administrator desired.
- Knowledge of budgetary and personnel processes, and demonstrated knowledge of laws relating to income and expenditures of public schools in California, as they pertain to special education desired.

EXAMPLES OF DUTIES

- Directs the operation and administration of all special education programs within division.
- Sets the basic division policy for special education services.
- Oversees the referral process for District students with disabilities into County Office of Education programs and vice versa.
- Coordinates and reviews, if necessary, the evaluation of all staff assigned to the special education division.
- Serves as a member of the Special Education Council.

- Works closely with District Special Education directors and the Solano SELPA to determine student needs and to ensure quality and legally defensible programs are provided for students.
- Identifies and provides curriculum training experiences for teachers, administrators, and other staff assigned to special education.
- Develops and recommends budget items required to maintain programs of high quality at all sites in special education.
- Observes the instructional programs by regular visits to school sites and by conferring with principals, supervisors, consultants, and teachers.
- Assists in securing appropriate classrooms and space for educational programs within the special education division.
- Provides recommendations to personnel for recruiting qualified teaching personnel to maintain high standards of program performance.
- Serves as curriculum liaison to special education programs within the division and meets regularly with educational leaders in charge of special education both at local and state levels.
- Serves as a member of the Management Advisory Council of the Solano County Office of Education.
- Keeps the Associate Superintendent informed of the status of special education programs.
- Performs other duties as assigned.

SUPERVISION RECEIVED

Employees in this classification receive limited and general supervision.

SUPERVISION EXERCISED

Supervision of special education principals and assigned staff.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)

Walking (15%)

Sitting (70%)

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Senior Director, Special Education

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (3)

Pushing and/or
Pulling Loads (1)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (0)