



Leadership • Collaboration • Support

JOB TITLE: Director, Special Education

Certificated Directors Salary Schedule, Range 1

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To assist the Executive Director of Specialized Services in implementing the division's programs, 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, etc.). Directs and leads the implementation of various departmental programs. Coordinates staffing with human resources and special education managers. Coordinates the professional learning activities for special education staff. Supports coordination of related service providers and special education programs in partnership with Executive Director of Specialized Services. Provides guidance and leadership to special education team members and staff.

JOB REQUIREMENTS AND QUALIFICATIONS

- Minimum of five (5) years of successful PK-12 administrative experience.
- Evidence of successful school, district, or county office of education leadership in educational programs, including special education.
- A California Administrative credential is required.
- Demonstrated knowledge of the IEP process and strong knowledge of special education law, including dispute resolution and due process procedures.
- California teaching credential required. Master's degree preferred.
- Experience in supervising special education staff required.

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, supports and guides implementation of the County Office approved curriculum programs in light of individual student and program needs.

- Collaborates with members of school site teams for the improvement of programs and connection to inclusive opportunities in the school.
- Identifies, provides, and coordinates professional learning opportunities for certificated, paraprofessional, and classified personnel within the school, soliciting the help of the Executive Director when necessary.
- Supervises and evaluates the performance of all assigned personnel in accordance with the Superintendent's adopted guidelines for evaluation and assessment.
- Supports the assignment of students to encourage optimum growth.
- Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, school grounds, and building facilities.
- Develops professional, district, and community partnerships to strengthen school programs and support student learning and engagement.
- Interprets and applies state, county, and school district laws, regulations, policies and procedures at the school site and across county programs.
- 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 Executive 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 Executive 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 Executive Director.
- May attend Special Education Administrators' of County Offices (SEACO) statewide meetings as agenda necessitates it throughout the year as requested by the Executive Director.
- May participate as management representation in interest-based bargaining Performs other duties as assigned.

SUPERVISION RECEIVED

Employees in this classification receive limited and general supervision.

SUPERVISION EXERCISED

Supervision of assigned staff.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)	Walking (15%)	Sitting (70%)
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Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)
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Frequent (3)	Very Frequent (4)	
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Lifting – lbs. (0-40)	Lifting (2)	Bending (3)
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Pushing and/or Pulling Loads (1)	Reaching Overhead (2)	Kneeling or Squatting (3)
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Climbing Stairs (2)	Climbing Ladders (0)	
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