



Leadership • Collaboration • Support

JOB TITLE: Executive Director, Specialized Services

Certificated Directors Salary Schedule, Range 5

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides administrative leadership and oversight of all specialized services and programs operated by the Solano County Office of Education (SCOE) including Special Education, Workforce Development, and other programs as appropriate. Directs the supervision and evaluates performance of the principals/program administrators, and designated resources and related services staff; monitors and approves expenditures within the adopted budget; coordinates budget planning and the adoption process within the programs; supports development of high quality programs for students; facilitates resource services to the programs, including facilities and maintenance and operation; facilitates communications with parents, organizations, and the community, promoting program goals. Plans and collaborates with local district partners to provide technical assistance and Differentiated Assistance as appropriate.

JOB REQUIREMENTS AND QUALIFICATIONS

- Bachelor's, Master's Degree, and California Teaching Credential required.
- Administrative Services Credential required.
- At least five (5) years as an administrator.
- 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.
- Strong knowledge of special education educational code and regulations.

EXAMPLES OF DUTIES

- Directs the operation and administration of all special education programs and establishes procedures for special education services.
- Oversees the referral process for District students into County Office of Education programs and vice versa.

- Coordinates and reviews, if necessary, the evaluation of staff assigned to the special education division and other student programs as appropriate.
- Serves as a member of the Special Education Directors' Meetings within the Special Education Local Plan Area (SELPA).
- 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.
- Develops and recommends budget items required to maintain programs of high quality at all sites.
- 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.
- 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.
- Provides coaching and support to administrators to ensure high quality programs for students.
- Provides leadership and oversight of Workforce Development, Transition Programs, and other student-related programs as appropriate.
- Serves as a member of the Management Advisory Council (MAC) and Chief Administrative Team (CAT) of the Solano County Office of Education.
- Keeps the Deputy/Associate Superintendent informed of the status of special education and other programs.
- Performs other duties as assigned.

SUPERVISION RECEIVED

Employees in this classification receive limited and general supervision.

SUPERVISION EXERCISED

Supervision of principals/program administrators and assigned staff.

Employees in this classification may train, assign work, and supervise personnel as it relates to the operational unit.

This work consists of moderately complex and responsible technical and administrative duties within a departmental unit.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

| | | |
|-------------------------------------|--------------------------|------------------------------|
| Standing (15%) | Walking (15%) | Sitting (50%) |
| 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) | |