



## **DIRECTOR, SPECIAL EDUCATION**

### **ASSIGNMENT**

Under the direction and supervision of the executive director of Special Education, the director will be responsible for the administration and supervision of the educational programs for students with disabilities.

### **ADMINISTRATIVE RELATIONSHIPS**

The director of Special Education is responsible for the day-to-day operations of special education programs at an assigned level (elementary and secondary).

### **MAJOR DUTIES AND RESPONSIBILITIES**

*The position includes but is not limited to the following list of representative duties;*

- Provides instructional leadership to school sites in the development of quality special education programs and services.
- Provides guidance and support to school sites in the areas of compliance with state and federal law and district procedures.
- Provides consistent communication on special education issues to all stakeholders.
- Assists in the allocation of resources and monitors the use of state, federal and local funds for special education.
- Develops a staffing plan based on student needs on an annual basis.
- Provides leadership in the informal resolution of complaints and due process issues.
- Ensures effective departmental communication between special education and all stakeholders.
- Supervises and evaluates assigned staff.
- Other duties as assigned.

### **QUALIFICATION REQUIREMENTS**

To perform the job successfully, an individual must be able to carry out each essential duty satisfactorily. The requirements listed on the job description are representative of the knowledge, skills and abilities required.

*Knowledge of:*

- Administration, principles and methods of educational and instructional services models.
- Current educational programs, curriculum, and instructional practices and strategies which assist students with disabilities in securing a quality education.
- RtI model and research based methodologies.
- Teaching and learning theory.
- Day-to-day operations and appropriate support services necessary to assure operational effectiveness of special education programs at all elementary and secondary school sites.
- Principles and practices of management including supervision, training, and performance evaluation.
- Applicable federal and state laws, codes, regulations, policies, and procedures related to students with disabilities.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

*Ability to:*

- Effectively plan, organize, and implement an educational program and support services.
- Assess site program effectiveness.
- Exercise judgment and discretion.
- Prioritize work to meet schedules and timelines.
- Prepare narrative reports.
- Supervise and evaluate the performance of assigned staff.
- Work collaboratively with all stakeholders.
- Work independently with little direction.
- Utilize proper discretion in dealing with confidential matters.
- Understand and be sensitive to those of culturally and linguistic diverse backgrounds.

**Education:**

Successful candidates will have a valid California Standard Administration or Administrative Services Credential.

**Experience:**

A minimum of five years successful teaching experience in special education or related field and a minimum of two years experience as a program specialist, program manager or coordinator of special education.

**SALARY AND BENEFITS**

The salary is an eight-step range on the management schedule for a 225-day contract, paid over 12 months plus a stipend for masters or doctorate degree. Maximum placement is at the fourth step, with at least three years management experience. The districts have a generous benefits package, which currently includes employee selected family health and vision insurance, employee dental coverage, and term life insurance.