

DIRECTOR OF SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Instruction, plan, organize, and direct the delivery of district special education and psychological services programs and services; assure compliance with applicable District and SELPA policies, and state and federal laws, codes and regulations; coordinate assigned programs; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

- Assure compliance with District and SELPA policies, practices and procedures as well as state and federal laws, codes and regulations. **E**
- Recommend overall needs, goals, priorities and policy changes for programs for students with special needs; assist in the development and update of a long range plan for improvement and maintenance of pupil personnel, special education, psychological services, language/speech services, and nursing/health education programs. **E**
- Administer a coordinated and viable special education program which deals effectively with the differing needs of special students. **E**
- Plan, coordinate and administer the special education student personnel, language/speech, psychological and nursing/health education services of the district. **E**
- Coordinate district response to Special Education complaints and represent district in due process proceedings and hearings. **E**
- Direct the program of identification and placement of students into special education programs; assure that each identified student receives a Free Appropriate Public Education (FAPE) that is within the Least Restrictive Environment (LRE); coordinate the evaluation and placement process with all members of the IEP team. **E**
- Coordinate with Principals to establish, staff and maintain programs and classes for special needs students. **E**
- Coordinate with Principals to establish, staff and maintain programs and classes for gifted students. **E**
- Facilitate the development and implementation of adaptations of the core curriculum for special education programs; assist teachers in adapting the core curriculum. **E**
- Coordinate evaluation of special education programs on a regular basis with individual school personnel; evaluate adequacy of facilities, materials and supplies; provide curriculum development and improvement; measure strength of school/parent relationships and involvement; measure current teaching practices; provide innovative ideas; provide current information; measure responsiveness to individual student's needs. **E**
- Develop and implement a system fulfilling recommendations from staff including: sharing information with appropriate district personnel; placement, transfer, termination, etc., for students; behavioral change and problem remediation through special education and/or other resources; coordinate with external agencies; formally report the activities enacted; follow-up the activities to insure compliance, measure results, and make adjustments where indicated. **E**
- Assist teachers, parents, and administrators to develop positive and productive learning opportunities through, but not limited to: understanding individual needs and differences; encouraging creation of student-oriented classrooms; understanding of cultural heritages of students; provide learning programs to meet individual needs. **E**
- Assist the site administration in direct supervision, coordination and evaluation of other certificated staff (including Coordinators, Psychologists, School Nurses, teachers and other designated instructional services staff) and classified staff (including clerical and instructional assistants). **E**
- Assist with budget development and revisions, writing and monitoring grants and oversight of Medi-Cal billing and MAA reimbursements. **E**
- Coordinate Home/Hospital Teacher Program. **E**
- Coordinate the district's 504 Plan. **E**
- Supervise the preparation of special education reports to the state. **E**
- Attend and conduct staff meetings; attend and chair IEP meetings as needed. **E**
- Provide liaison with other schools, districts and county SELPA; serve as representative to the Special Education Local Plan Area (SELPA) coordinating committee. **E**
- Serve a member of the Superintendent's Advisory Group. **E**
- Arrange for necessary transportation for special education students. **E**

KNOWLEDGE OF:

Applicable state and federal laws, codes and regulations; case law pertaining to special education and Section 504.

Disabilities affecting school aged students.

Instructional methodologies and strategies for both typical and atypical learners.

State frameworks.

Content and performance state standards.

Educational evaluation and research; techniques for group and individual evaluation.

Statistical methods.

Curriculum development; curriculum modification and adaptation for students with disabilities.

Continuum of educational services; inclusion strategies.

Coordinated Compliance Review procedures.

Budget development and staffing needs assessment.

Staff development practices.

Regulations governing student record maintenance; maintenance of confidential information.

District policies, practices and procedures.

ABILITY TO:

Communicate effectively both orally and in writing.

Work cooperatively and collaboratively with staff, students and the public.

Respond to, mediate and resolve conflicts concerning service delivery.

Provide leadership to staff; motivate staff to implement planned changes.

Coordinate a variety of schedules.

Develop, implement and evaluate instructional strategies.

Implement collaborative and team building processes.

Plan and implement staff development and parent education programs.

Coordinate services provided by outside agencies.

Establish and maintain effective working relationships.

Maintain accurate records and insure security of confidential records; prepare reports.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Train, supervise and evaluate personnel.

Plan, organize and prioritize work.

EDUCATION REQUIRED:

Valid Secondary Teaching Credential

Valid Administrative Credential

EXPERIENCE DESIRED:

Minimum 5 years successful teaching experience in a public secondary school

Minimum 3 years successful administrative experience in a public secondary school district

Minimum 3 years successful experience coordinating special education programs

LICENSES AND OTHER REQUIREMENTS:

Valid California Drivers License

WORKING CONDITIONS AND ENVIRONMENT:

Office environment

Travel to multiple school sites

Attend trainings and conferences as needed to carry out the scope of the position requirements

Public speaking for groups of various sizes

Driving a vehicle to conduct work

7/12/05

SMJUHSD

Mgmt