

CERTIFICATED

DIRECTOR OF SPECIAL EDUCATION

MANAGEMENT POSITION

PRIMARY FUNCTIONS:

- Direct and evaluate the district's special education programs
- Manage the district's special education staff and budget
- Facilitate compliance investigations, mediation, and due process hearings

Directly responsible to: Associate Superintendent of Educational Services

QUALIFICATIONS

I. EDUCATION

- A. Advanced degree
- B. Appropriate administrative credential
- C. California Special Education Credential

II. EXPERIENCE

At least three years of successful related experience in Administrative Services, Student Services and/or Special Education services.

APPOINTMENT

The superintendent shall recommend a candidate to the Board of Trustees for appointment

OPERATIONAL RESPONSIBILITIES

1. Act as central office administrator of special education.
2. Provide district-level leadership, coordination, and oversight of special education procedure and processes to ensure IEP compliance.
3. Provide district-level leadership, coordination, and oversight of special education budget and special education cost control.
4. Act as district representative for compliance investigation, mediation and due process hearings.
5. Act as a liaison to NCCSE.
6. Collaborate with Director of Pupil Personnel on attendance and discipline related matters for special education students

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7. Provide district-level leadership, coordination, and oversight of professional development for special education staff.
8. Provide district-level leadership, coordination, oversight and conduct evaluations of school psychologist, speech pathologist, program specialists, occupational therapists and assistive technologist.
9. Provide district-level leadership, coordination, and oversight of student health services.
10. Conduct classified employee evaluations of special education office clerical staff.
11. Conduct state mandated disproportionality reporting.
12. Provide updates to Associate Superintendents and School Board.
13. Perform other duties as assigned.