

TITLE: ASSISTANT DIRECTOR, SPECIAL EDUCATION

QUALIFICATIONS:

1. California Administrative Credential
2. Experience, aptitude and knowledge of special education programs
3. Successful teaching experience required
4. Master's degree desirable
5. Ability to communicate successfully with representative communities and District administration

REPORTS TO: Director I - Special Education

SUPERVISES: Certificated and classified staff assigned to school and programs under his/her direction

FUNCTION: To maintain a positive and productive educational program at Rafer Johnson School and satellite programs.

RESPONSIBILITY:

1. Develops instructional goals and objectives for the severely handicapped and infant development programs
2. Provides direction and supervision for certificated and classified staff at Rafer Johnson School and McKinley satellite program
3. Creates and maintains positive school environment
4. Monitors and promotes student achievement
5. Maintains buildings and grounds in safe and functional condition
6. Administers budgets, maintains records and compiles reports
7. Coordinates District's Search and Serve Program

AUTHORITY:

1. Coordinates meetings with staff and community
2. Supervises, directs and evaluates staff
3. Implements procedures designed to create safe, nurturing and student-centered environment
4. Chairs Individualized Education Program team meetings; facilitates curriculum development; coordinates staff development activities
5. Plans and implements safety measures, makes reports and coordinates requests
6. Develops budget recommendations, manages expenditures and completes required District and state reports
7. Supervises intake process; coordinates assessment decisions; makes necessary follow-up contacts with parents and community

RESPONSIBILITY: continued

- 8. Coordinates Special Education surrogate parent program
- 9. Coordinates interagency services to severely handicapped and infant development programs
- 10. Supervises and coordinates special education extended year (summer school) program
- 11. Performs other duties as assigned by the Director of Special Education

AUTHORITY: continued

- 8. Assists with the recruitment and training of surrogate parents; assigns surrogates as needed
- 9. Attends interagency meetings; assists with development of interagency agreements and procedures
- 10. Recruits, selects and supervises extended year staff

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 5

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable