

**TITLE:**                   **DIRECTOR I – SPECIAL EDUCATION**

**QUALIFICATIONS:**

1. California Administrative Services credential
2. Successful experience in responsible administrative position supervising special education or related functions
3. Successful experience as teacher or other special education-related certificated position
4. Knowledge and/or experience in special education program design and delivery systems including instructional techniques and curriculum
5. Knowledge of federal and state laws, regulations, processes and procedures related to special education
6. Knowledge of principles and practices of management and organization
7. Ability to plan, develop and implement variety of budgets including expenditure control processes
8. Ability to communicate effectively, orally and in written form, with staff, parents, students and community
9. Ability to evaluate complex issues, recommend appropriate solutions and alternatives, and make timely, effective decisions

**REPORTS TO:**           Assistant Superintendent

**SUPERVISES:**         Staff as assigned

**JOB GOAL:**            To enhance student achievement by providing leadership in the development, coordination, supervision and evaluation of District special education instruction and related programs and services

**PERFORMANCE RESPONSIBILITIES:**

1. Plans, organizes, implements and evaluates District special education programs, health services and related programs in accordance with federal and state laws, regulations, and District policies and procedures; serves as SELPA director
2. Establishes procedures for program and service delivery including eligibility, audit and evaluation processes
3. Consults with site administrators and District staff to provide support and technical assistance on matters related to special education programs and services, including programs of instruction designed to maximize student achievement
4. Establishes procedures and guidelines to resolve conflicts in conformance to applicable laws, regulations and district practices and procedures; promotes effective communication between department staff, parents, district employees and community
5. Monitors and ensures compliance with federal and state regulations governing special education programs; organizes, prepares and/or directs preparation of variety of reports, applications and other required documents
6. Plans, recommends, implements and monitors budgets; evaluates and audits department operations to maintain cost-effective district special education programs
7. Represents District at meetings and conferences related to special education; serves as district liaison with public and private agencies providing related services
8. Provides staff development and training as required
9. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:**   Salary and work year 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.