

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **DIRECTOR OF SPECIAL EDUCATION**
Department: Designated Site
Reports to: Assistant Superintendent, Educational Services

SUMMARY:

Plan, organize, and direct the functions of the Special Education Department including: Review, monitor and direct the District's special education programs; implement and support the District goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Supervise and evaluate the performance of assigned staff.
- * Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff, District personnel, and the public.
- * Prepare and maintain a variety of narrative and statistical reports, records and files.
- * Communicate with other administrators, District personnel and members of the public to coordinate activities, resolve issues, and exchange information.
- * Develop special education budgets and purchases.
- * Supervise the identification, evaluation, and placement of students referred for special education.
- * Supervise and assist in evaluation of student progress through coordinating academic, health, language, and psychological testing.
- * Assist principals, assistant principals and special education teachers with student learning and behavior problems.
- * Prepare applications, reports, and documents for submission to the Local, State and Federal Agencies.
- * Supervise preparation of Program Quality Reviews for special education.
- * Monitor laws and regulations pertaining to special education responsibilities and recommend required policies and procedures.
- * Monitor laws and regulations pertaining to special education and develop written policies and procedures to follow legal requirements.
- * Participate in special education programs with public and private organizations and agencies including County Office of Education and Special Education Local Plan Area (SELPA).
- * Plan and organize District special education programs.
- * Supervise implementation of Individual Education Plans (IEP's).
- * Provide information, assistance, and counseling to parents of special education students through conferences and home visits.
- * Assist with supervision and evaluation of special education staff in conjunction with site principals.
- * Implement special education programs with other District programs.
- * Assist in training of staff as related to special education.
- * Represent the District in due process hearings and mediation.
- * Attend regular Special Education Advisory Committee meetings.
- * Coordinate district special education services with local and state, public and private organizations and agencies.

- * Participate in other activities necessary to enable students and the District to accomplish objectives.
- * Serve as the District's 504 coordinator.
- * Perform other duties similar to the above in scope and function as required.
- * Conduct regular meetings and trainings for special education staff.

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the District's policies and applicable laws.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Five (5) years teaching experience or special education (school psychologist, etc.) experience. Three to five years increasingly responsible educational management experience preferred. A Master's degree in education or public administration or related field from an accredited university or college.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid California driver's license or identification card. California Administrative Credential. California teaching or other special education related credential or license.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Budget preparation and control;
- Oral and written communication skills;
- Principles and practices of management;
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies and objectives;
- Modern office management and procedures.

ABILITY TO:

- Plan, organize, control and direct the functions of Special Education;
- Coordinate and work with professional staff, parents, and community groups;
- Assess effectiveness of programs;
- Develop, interpret and monitor division and program budgets and evaluate and compare costs associated with the delivery of services;
- Establish and maintain effective working relationships with the staff and the public;
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Implement management strategies based on evaluation data;
- Exercise judgment and discretion in interpreting and applying policies and procedures;
- Coordinate the completion of a number of tasks simultaneously in order to meet internal and external deadlines;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;

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- Plan and organize work;
 - Prepare comprehensive narrative and statistical reports;
 - Supervise and evaluate the performance of assigned staff;
 - Operate and use District business systems and equipment.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Must possess mature judgment and ability to exercise individual initiative. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very moderate to quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.