

# Oak Grove School District

**JOB TITLE:** DIRECTOR OF SPECIAL EDUCATION

**SALARY RANGE:** F

## **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of the Assistant Superintendent of Educational Services, the Director of Special Education oversees the planning, development, management, and evaluation of all special education programs, services, program budgets and personnel. This position monitors compliance with state and federal regulations governing the District's delivery of services to our students with disabilities. The Director also serves as liaison with our school administration as well as appropriate public and private agencies. This job class functions as a member of the District Management Team and participates in the formulation and implementation of District policies.

## **ESSENTIAL JOB FUNCTIONS:**

- Provides professional leadership and guidance for the planning, implementation, evaluation, and improvement of the District's special education programs and services including speech and language, psychological, and adaptive physical education
- Develops and monitors the educational supports and provision of special education services to meet the needs of all special education students in the District
- Facilitates development of District policy, procedures and practices relevant to special education to ensure compliance with state and federal regulations
- Supervises the preparation and maintenance of state and federal reports and other records as required by law or District policy
- Maintains an understanding of current and relevant educational issues and program models focusing on special education
- Assists the Assistant Superintendent of Human Resources in the recruitment, screening, and employment of properly licensed personnel as required to provide services consistent with student IEPs
- Works with administrators to determine the assignment of employees and programs and monitors the work of special education employees at school sites; provides evaluative data upon request for employees directly supervised by others
- Conducts performance evaluations for staff assigned to the special education office
- Supervises contractual relationship with non-public school (NPS) service providers contracted to provide services to special education students in the District

## Director of Special Education - Continued

- Directs the preparation and administration of the department budget, including fiscal management, of special education programs and services
- Works cooperatively with maintenance and operations administration in planning and managing programs and services for students with disabilities
- Collaborates with the transportation department in planning and evaluating the delivery of services to students whose IEPs require transportation needs
- Conducts ongoing assessments of staffing and services to identify needs within the District for use in planning programs and budgets
- Develops policies and procedures governing the evaluation of students referred for special education services
- Interprets Board Policies, Administration Regulations and state and federal guidelines providing guidance to administrators, instructors, and school communities in implementing services
- Uses effective communication skills to develop good working relationships with administrators, regular/special education staff, students and families
- Performs related duties as required

### **KNOWLEDGE OF:**

- Current principles, practices, trends, goals, and objectives of special education
- Applicable laws, codes, regulations, policies, and procedures as it relates to instruction
- Philosophical, educational, fiscal, and legal aspects affecting district special education processes
- Theories, techniques, and methodologies of instruction of students with special needs
- Curriculum and instruction design and delivery systems, including audit and evaluation processes that determine process effectiveness
- Human relationships, conflict resolution strategies, and personnel procedures
- Interpersonal skills using tact, patience, and courtesy
- Effective oral and written communication skills

**SKILLS AND ABILITY TO:**

- Embrace and encourage the acceptance of diversity
- Plan and organize work to meet schedules and timelines
- Work independently with little direction
- Prepare and deliver effective presentations to diverse audiences
- Meet district standards of professional conduct as outlined in Board Policy
- Plan, develop, organize, and conduct motivational and team building processes, and train, evaluate, and manage the functions and activities of District staff
- Possess CA Driver's License and access to vehicle
- Establish and maintain cooperative and effective working relationships with others
- Supervise and evaluate the performance of assigned staff

**PHYSICAL FUNCTIONS:**

- Sit and stand for extended periods of time
- Accurate perceiving of sound, near and far vision, and depth perception
- Reach in all directions
- Ability to lift 50 pounds maximum and carry objects weighing 15 pounds
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

**EDUCATION AND EXPERIENCE:**

- MA Credential in Education from an accredited university or college
- California Administrative Credential or Certificate of Eligibility for Preliminary Administrative Credential

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Director of Special Education - Continued

- Three (3) or more years increasingly responsible management experience in special education
- Four (4) years teaching experience in a variety of grade levels/subjects preferred

**WORK YEAR:**

215 days/12 months

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our human resources office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Board adopted on \_\_\_\_\_