



## Director of Special Education

**Certificated Position**  
**Initial Date:** May 30, 1985  
**Board Approval:** March 14, 2006  
**Revision Date:** July 6, 2018  
**Schedule:** Director I

**Reports to Assistant Superintendent of  
Educational Services**

**GENERAL DESCRIPTION:** Under the direction of the Assistant Superintendent of Educational Services, the Director of Special education is directly responsible for the planning, implementation, evaluation and supervision of all phases of special education programs, including services, budgets, and personnel and shall ensure compliance with state and federal regulations governing the delivery of services to students with disabilities.

### **REPRESENTATIVE DUTIES:**

- Lead the implementation of all special education programs
- Organize and direct all District special education services
- Consult with special education Local Planning Agency (SELPA) in coordination of out-of-district programs
- Build and support a positive and productive teamwork culture
- Work directly with Human Resources to recruit and coordinate assignments of all special education personnel
- Assign administrators to supervise and evaluate all site-level special education personnel
- Evaluate coordinator and program specialists; evaluate or assign to another member of the special education team the evaluation and supervision of school psychologists, nurses, speech language pathologists, and occupational therapists; hold regular ongoing meetings with special education staff members to ensure District-wide consistency of implementation and practices
- Oversee regular data collection to monitor student progress and ensure timely reports
- Develop policies and procedures that reflect best practices in the delivery of special education and related services, ensuring compliance with state and federal regulations
- Direct District-wide special education professional development plan, including staff trainings related to instructional delivery, curriculum, assessment, improvement in practices, and legal compliance
- Appoint designee to chair all District-level Individual Education Plan (IEP) meetings
- Represent or appoint designee to represent the District at local, county, and state levels in matters related to special education
- Serve as the Superintendent's designee, or appoint a designee, in mediation, alternative dispute resolution, and due process hearings related to special education
- Plan, administer, and manage the budget for District special education programs
- Continuously monitor and evaluate cost effectiveness of all special education programs; regularly report budget updates to the Assistant Superintendent of Business Services
- Assign a primary District liaison with all non-public schools and other outside agencies regarding available and appropriate placement of students with exceptional needs
- Oversee the coordination of transportation services for special education students
- Provide ongoing communication to district personnel regarding current status of legislation related to special education
- Organize, coordinate and supervise the special education Extended School Year (ESY) program for pre-school through post-secondary students
- Supervise the selection of textbooks, supplies, materials, and technology for special education classes
- Prepare Board of Education reports and service contracts related to special education services; attend Board of Education meetings, as needed
- Visit school sites regularly to monitor and evaluate program effectiveness

- Perform other related duties as assigned by the Superintendent or designee

**KNOWLEDGE AND ABILITIES:**

- Knowledge of state and federal special education law, due process, legally defensible IEPs, transition to and from non-public and agency services, programs for students with an array of disabilities, including autism, emotionally disturbed, and severe behavior
- Ability to work in a collaborative manner with other members of the District's management team; lead meetings with a clear sense of purpose in a calm and solutions-oriented manner; communicate effectively and respectfully with staff, students, parents, community members, and administrators; provide guidance, support, and mentoring, and capacity building to special education personnel

**EDUCATION AND EXPERIENCE:**

- Valid California credential in special education or pupil services (either psychology or counseling)
- Minimum of five years' experience in a special education setting
- Valid California administrative services credential
- Successful administrative and district office experience preferred
- Master's degree preferred

**WORKING CONDITIONS:**

Environmental Conditions

- Primarily indoor working environment: office, classrooms, school sites
- Emotional and physical stamina necessary to maintain a rigorous work schedule
- Ability to drive to school sites
- Ability to work a flexible work week as the position may require Saturdays and evening work
- Ability to attend professional development or conferences outside MHUSD

Physical Demands

- Sitting or standing for extended periods of time
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

Hazards

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases.
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.