

**Position:** Director of Special Education/Student Services

**Department:** Special Education

**Reports To:** Superintendent

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**General Description:**

Under the direction of the Superintendent, serves as Program Manager for all special education services at the district and school level and represents the interests of this District at the Regional and State levels.

Provides direction to Administrative Specialists; School Psychologists; Language, Speech and Hearing Specialists; Resource Specialists; Special Day Class Teachers; Occupational Therapists; Adapted P.E. Teacher; Instructional Aides.

**Responsibilities:**

- Provide leadership and guidance to special education staff in the areas of instruction, administrative procedures, laws and regulations, and staff relationships.
- Develop and implement procedures to ensure that special education students are appropriately referred, evaluated, and placed into instructional programs, which meet the students' unique needs.
- Coordinates the supervision and evaluation of special education personnel in cooperation with principals; coordinate the hiring of new personnel with site and central office administration.
- Supervise Itinerant Personnel: Speech Therapists, School Psychologists, Occupational Therapist, and Adapted PE Specialist.
- Develop District special education budgets, including PL 94-142 budgets, and be responsible for expenditure of funds.
- Implement Federal, State and local laws and regulations for special education.
- Provide for appropriate staff development for special education personnel.
- Articulate the District's personnel requirements at the SELPA level and negotiate for equitable allocations.
- Comply with Federal and State laws and regulations and local SELPA policies/procedures for special education.
- Chair and administer due process procedures (Fair Hearing) at the district level; chair selected IEP Team meetings; act as respondent for all CDE complaints filed by parents or agencies.
- Be knowledgeable and experienced regarding State pupil count reports.
- Be knowledgeable regarding assessment and instructional tools of all special education disciplines.
- Provide appropriate staff development activities for special education personnel.
- Resolve Compliance Issues
- Be knowledgeable of and experienced in completing State Pupil Count and Personnel Reports.

- Be knowledgeable of and experienced in completing Non-Public School and Non Public Agency Master Contracts and oversee services provided.
- Work collaboratively with Santa Cruz County Office of Education staff and administration in mainstreaming practices for students within moderate/severe/profound programs housed within the District.
- Be knowledgeable of community agencies and services that routinely interface with the school district personnel.

**Required Qualifications:**

- Administrative Credential
- Valid teaching or pupil personnel services and special education credentials.
- Knowledge of and experience with planning and implementation of Federal, State and SELPA laws/regulations/policies pertaining to services to the disabled.
- At least five years of educational experience at the K-8 level(s)
- At least three full school years experience at the K-8 level(s) as a site administrator, assistant director, program specialist, or school psychologist.
- Knowledge of and experience with planning and implementing Federal and State laws and regulations and SELPA policies and procedures pertaining to all special education matters.
- Ability to work cooperatively and effectively with people.
- Experience with budgetary procedures.
- Valid California Driver's license.
- Spanish Speaker Preferred
- Experience with budgetary procedures.
- Valid California Driver's license.
- Be knowledgeable regarding community agencies that routinely interface with the school district personnel.

**Physical Characteristics:**

Vision sufficient to read printed materials; hearing and speech sufficient to conduct normal in-person and telephone conversations; mobility sufficient to efficiently perform the duties of the position. Should be able to lift 50 pounds. (Consideration may be given to reasonable accommodation for above.)