



JOB DESCRIPTION

Position Code: 232
Classified Group: SJAA
Salary Range: A-22
Work Days: 225
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POSITION TITLE: Assistant Director, Special Education

DEFINITION: Assists the Director, Special Education with the administration and coordination of district special education programs and services in accordance with applicable federal and state laws, regulations, and codes; may provide oversight of special education center programming, as assigned.

DIRECTLY RESPONSIBLE TO: Director, Special Education

SUPERVISION OVER: Classified and Certificated staff, as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Ensures district-wide compliance with applicable federal and state laws, regulations, and codes specific to special education programs and services, as assigned.
2. Monitors and completes mandated reporting of applicable student data and/or district performance indicators through federal and state software programs or management systems (i.e. CASEMIS, CALPADS, etc.), as assigned.
3. Assists in the development of departmental goals, objectives, and policies and procedures and monitors the budgets of special education programs and services as assigned.
4. Plans programs, coordinates resources, and evaluates the effectiveness of special education programs and services provided, as assigned.
5. May serve as a site leader overseeing the day-to-day operations of special education programs and services provided, as assigned.
6. Provides direction and information in response to questions and concerns raised by district sites or staff pertaining to assigned special education programs and services.
7. Directs and evaluates the performance of assigned staff and provides in-service trainings as necessary to ensure compliance with applicable federal and state laws, regulations, and codes pertaining to special education.
8. Consults with site administrators and assists the Director, Special Education with informal and formal dispute resolution on special education concerns.
9. Assists with the planning and implementation of individualized education programs (IEPs) for students with special needs and provides guidance to program staff as assigned.
10. Attends IEP meetings requiring special education administrative support as requested.
11. Prepares documentation and report data to the Director, Special Education for the purpose of providing written support, conveying information, and complying with state and federal guidelines for programs as assigned.
12. Participates in administrative meetings, Board of Education meetings, and other meetings as required and appropriate.
13. Assists in the screening and selection of classified and certificated special education staff for programs or services as assigned.
14. Communicates and consults with parent(s)/guardian(s) regarding programs and services for students with special needs for programs as assigned.
15. Collaborates with state and federal agencies that participate in educational programs for students with special needs and local community agencies that provide special services applicable to assigned programs.
16. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Must possess a valid California administrative services credential and a valid educational specialist credential or other credential appropriate to any area of special education.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge and skill in use of computers and assorted software programs
- Knowledge of special education law, codes, regulations, policies and procedures
- Knowledge of special education curriculum, equipment, and other available resources
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge of basic needs and limitations of students with exceptional needs
- Knowledge of best practices in behavior management and social emotional learning
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, parents, students, the community
- Ability to establish priorities and meet deadlines
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to analyze situations and adopt an effective course of action

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with students, staff, parents, and the community
- Frequent travel between district sites

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about school and facilities to conduct work, including walking, standing, sitting, reaching with arms and hands, climbing, balancing, stooping, kneeling, crouching, crawling, or remaining in a stationary position for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Emotional stamina to endure long hours under sometimes stressful conditions

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel locally and attend conferences/seminars periodically

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This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 02/13/2018