TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Director of Special Education **CLASSIFICATION: Certificated Management**
DEPARTMENT: Special Education

BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the Assistant Superintendent of Educational Services, provides administrative leadership by directing the division's operations. Administers programs of the office in the area of special education; directs the supervision of the program specialists and designated resource staff of the programs; monitors and approves expenditures within the adopted budget; coordinates budget planning and the adoption process within the programs; facilitates resource services to the programs and evaluates their performance; serves as a member of the Special Education Council; facilitates communications with parents, organizations, and the community, promoting program goals.

ESSENTIAL JOB FUNCTIONS:

Duties May Include, but are not limited to:

- Provides leadership and expertise in assessing, identifying, formulating, and implementing the District special education goals and objectives in compliance with state and federal legal mandates and guidelines. ***E***
- Provides for the maintenance of reports and records on special education students necessary for completion of required county, state, and federal reports in accordance with provisions of the California Education Code and procedures established by the District. ***E***
- Supervise and evaluate classified management personnel, including but not limited to Occupational Therapist and Behavior Specialist. ***E***
- Conducts, with the cooperation of school principals, the supervision and evaluation of non-teaching certificated personnel in special education programs, including but not limited to psychologists and speech therapists. ***E***
- Initiates and coordinates an effort to acquaint District administrative and instructional staff with the needs of special education children and facilitates the implementation of a program to ensure inclusion. ***E***
- Provides for the planning, organization, and development, of a variety of staff development and in-service training programs for special education staff. ***E***
- Prepares, submits, and monitors budgets for assigned programs. ***E***
- Consults with other District personnel, parents, and students regarding problems of children in the program. ***E***
- Cooperates with the Human Resources Department in the recruitment, selection, and placement of teachers, classified staff, and other support personnel for the special education program. ***E***
- Assists school principals in the supervision and evaluation of special education teachers. ***E***

- Plans and conducts research and development activities, including the projecting, planning, and forecasting of future special education service programs, functions, and activities. ***E***
- Serves as curriculum liaison to special education programs within the division, and meets regularly with educational leaders in charge of special education both at local and state levels. ***E***
- Keeps the Assistant Superintendent of Educational Services informed of the status of special education programs. ***E***
- Performs additional related duties assigned.

E = Essential duties as required by the Americans with Disabilities Act.

ADDITIONAL JOB FUNCTIONS:

Carries out other duties as required

EMPLOYMENT STANDARDS:

REQUIRES KNOWLEDGE OF:

- Principles, practices, trends, goals and objectives of public education.
- Philosophical, educational, fiscal, and legal aspects affecting special education.
- Organization, planning, and program evaluation strategies, techniques, and procedures.
- Curriculum and instruction design and delivery systems specific to special education.
- Human relationships, conflict resolution strategies and procedures, and team building methods and techniques.

REQUIRES ABILITY TO:

- Plan, organize and coordinate the District special education program.
- Aid in the planning, development, and implementation of budget planning, and expenditure control processes and procedures.
- Evaluate and analyze complex problems, issues, and concerns, recommend appropriate alternative solutions.
- Communicate effectively in oral and written form, utilizing a clear communication mode in ensuring understandable and thorough communication.
- Establish and maintain cooperative organizational, public, and educational community relationships.

LICENSES AND OTHER REQUIREMENTS:

- Administrative Services Credential
- Valid California driver's license and personal vehicle
- Five years of successful teaching or related experience in the field of education. Four years of management level experience coordinating special education functions and activities.

- Equivalent to completion of an earned Masters or higher degree from an accredited college or university in Special Education, Educational Psychology, Educational Administration, or a field sufficiently related to insure performance success.

PHYSICAL REQUIREMENTS:

Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

The physical requirements indicated below are examples of the physical aspects that a person holding this position must perform in carrying out essential job functions. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties.

- Sufficient vision to read printed material, and identify and distinguish objects.
- Sufficient hearing to hear conversations in person and on the telephone, and hear sounds clearly up to 5 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.
- Ability to exert up to 10 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work requires occasional or frequent standing, walking, sitting, or reaching for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate office equipment, and move about the work area and between work sites.

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	2
Twist	2		Lift/carry 11-25 lbs	3
Squat	2		Lift/carry 26-40 lbs	3
Kneel	2		Lift/carry 41-100 lbs	1
Climb	1		Stand	2
Reach above shoulder	2		Walk	3
Grip/Grasp	3		Sit	4
Extend/Flex Neck	3		Drive	3
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.