

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION:** DIRECTOR OF SPECIAL EDUCATION

**DEPARTMENT:** Educational Services

**POSITION SUMMARY:** Under the general supervision of the Assistant Superintendent for Educational Services and Human Resources, to develop, implement and provide leadership for the District's Special Education programs and services, and to integrate the goals of the department into the total educational program of the District. Administers the San Joaquin Special Education Local Plan and budget to serve all children with special education needs in accordance with all state and federal laws.

### ESSENTIAL FUNCTIONS:

1. Acts as the Local Education Agency Director in the San Joaquin Special Education Local Plan, and is responsible for the management, supervision and budgeting of all special education program operations within the Tracy Unified School District.
2. Participates as a member of the Special Education Council of Directors in the San Joaquin Special Education Service Region. As a member of the council:
  - a. Identify special education programs and service needs for the District and for the SELPA.
  - b. Participate in the preparation of the annual budget plan for the District and the SELPA.
  - c. Advise the Superintendent on policy, program and budget development.
  - d. Report on program operations to the SELPA Director.
  - e. Manage and operate Local Education Agency programs and services to students with special education needs in accordance with federal, state and local program requirements.
  - f. Participate in establishing SELPA standards, procedures, and processes for the implementation of the local plan.
  - g. Implement SELPA agreements, policies and procedures.
  - h. Supervises assigned staff members responsible for providing services to exceptional children, including school psychologists, speech therapists, and selected special education teachers.
3. Supervises the home instruction program, and staff members responsible for providing home instruction services.
4. Responsible for identification and appropriate placement of exceptional pupils, with periodic reviews of pupil progress. Coordinates and directs all individual student assessments and/or psychological evaluations.
5. Coordinates staff development related to children with exceptional needs.
6. Supervises and coordinates the District's special education program specialist and support services, psychological, language/speech and hearing, and adapted physical education services.
7. Acts on all inter and intra-district attendance requests related to special education.
8. Assists the Human Resources Office in the recruitment, screening, selection and placement of all personnel allotted to the department.
9. Acts as a consultant and provides, as per District policy, supplementary evaluation information for the principal of the various schools where department personnel are assigned.
10. Prepares, coordinates, and justifies departmental annual budget to the Business Services Department according to budget calendar schedule. Is responsible for administering that portion of the District budget which relates to the Director's office or position.

11. Prepares as directed certain legal, financial or program reports and information for the Assistant Superintendent, Board of Trustees and the various Federal, State or local agencies.
12. Responsible for participation and has significant direct involvement in formulating District policies which relate to the Director's office.
13. Serves as a liaison with all community agencies and resources including Mental Health Clinics, County Superintendent's Office, and other agencies and school districts dealing with mental health, special education and guidance activities.
14. Supervises Coordinated Compliance Review procedures and prepares CCR documents.
15. Serves as District representative in all department litigation, complaint and due process resolution.
16. Serves as the District 504 Coordinator.
17. Provides leadership and coordination for the District Grief Response Team of psychologists, counselors, nurses and administrative/support staff.
18. Participates in District Management Team, Curriculum and Assessment Council.
19. Performs other reasonable duties as assigned after consultation with the Assistant Superintendent for Educational Services and Human Resources.

### **EDUCATION AND EXPERIENCE:**

Possession of a valid California Pupil Personnel Services Credential or a Special Education Credential is preferred. A valid California Administrative Services Credential is required. Master's degree required, doctorate preferred. Successful experience in the field of special education, curriculum development and school budgeting is desirable. Experience and/or graduate training in educational or clinical psychology is desirable.

### **SKILLS AND QUALIFICATIONS:**

1. Ability to communicate effectively, both orally and in written form.
2. Ability to maintain cooperative working relationships with those contacted in the course of work.
3. Ability to organize, develop and coordinate the activities of a broad range of Special Education programs and services.
4. Knowledge of state and federal requirements and the ability to ensure that programs and activities are compliant.
5. Ability to analyze program activities and implement procedures that will improve the provision of Special Education services to the student population.
6. Serve as a liaison to a variety of community and governmental organizations.

### **PHYSICAL REQUIREMENTS:**

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 50 pounds at waist height for short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office and/or classroom environment and come in direct contact with school site staff, students, parents, and the public. In addition, the Director of Special Education must perform duties and responsibilities that occur outside school buildings and facilities on the school campus and at other school related activities and events.

**SALARY:** Leadership/Management Salary Schedule (LME), Range 58

**DAYS OF SERVICE:** 225 Days

**ADOPTED:** Elem. Bd. 6/23/81

**REVISED: 1/12/2010**

Revised: 8/25/15 (range only)

Revised: 11/8/16 (range only)

Revised: 2/13/24