

Pleasanton Unified School District



JOB DESCRIPTION

TITLE: Assistant Director, Special Education

CLASSIFICATION: Certificated

REPORTS TO: Director, Special Education

DESCRIPTION: Assisting the Director by providing leadership and supervision for assigned staff and programs of the Special Education Department. The duties and responsibilities listed for the Assistant Director of Special Education are not inclusive or exclusive, and they are as follows:

PERFORMANCE RESPONSIBILITIES:

- Provide leadership in developing, implementing, evaluating, and revising the district's programs and services as assigned by the Director of Special Education.
- Assist the Director of Special Education in the development and management of budget for the programs assigned to the Assistant Director.
- Provide leadership in the implementation of due process procedures for special education parents, pupils, staff, and program.
- Supervise and evaluate classified and certificated staff as assigned by the Director of Special Education.
- Supervise the curriculum development activities for all certificated staff and programs assigned to the Program Specialists.
- Develop and implement in-service training for staff and parents/guardians.
- Evaluate the effectiveness of the programs assigned to the Assistant Director.
- Work cooperatively with other public and private agencies that provide services to exceptional students.
- Participate in the selection and assignment of certificated special education personnel. Directly responsible for selection and assignment of classified staff.

- Work closely with parents and community groups in an ongoing effort to improve communications and understanding of policies, legal requirements, and activities of the Special Education programs.
- Perform additional duties assigned by the Director of Special Education, as an adjunct to regular stated duties.
- Delegate to those under the supervision of the Assistant Director such powers and duties deemed advisable, but continue to be responsible to the Director of Special Education for the execution of the powers and duties delegated.
- Perform those other non-instructional supervisory and advisory duties and responsibilities as may be assigned.
- Set up and oversee extended school year program.

QUALIFICATIONS:

- Master's degree
- California administrative credential
- Pupil Personnel Services or Special Education credential desired
- Three years successful teaching and/or administrative experience

TERMS OF EMPLOYMENT:

220 days (Management Salary Schedule)