

**PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Senior Director III, Special Education
CLASSIFICATION: Certificated
REPORTS TO: Assistant Superintendent, Student Support Services

DESCRIPTION:

Under the direction of the Assistant Superintendent of Student Support Services, the Director of Special Education is responsible for the overall operation of Special Education services in the district. Administers programs in the area of special education; provides leadership and oversight to principals pertaining to the Special Education program, including the supervision of teachers, clerical staff, designated support staff, and contracted staff of the programs. Monitors and approves expenditures with the adopted budget; coordinates budget planning and the adoption process within the programs; facilitates resource services to the programs, including facilities and maintenance and operation; facilitates communication with parents, organizations, and the community, promoting program goals. Implements policies regarding all aspects of Special Education.

PERFORMANCE RESPONSIBILITIES:

- Provides leadership and vision to ensure continuous departmental development and improvement.
- Develops proposals, new programs, budgets and grants for the purpose of meeting the District's Strategic Plan, organizational goals, and division goals.
- Provides leadership to instructional and support staff, school administrators and parents regarding services provided to students in Special Education.
- Provides Special Education program oversight to personnel, including school administrators, for the purpose of delivering services which conform to the established policies and procedures.
- Develops the basic department policies and procedures for special education services
- Develops, maintains and supervises the implementation of the adopted Board Policies and Administrative Regulations pertaining to special education.
- Assists in the development and overall management of the budget for Special Education and determines annual staffing needs and department priorities.
- Supervises, evaluates and schedules for designated certificated and classified personnel, including the Assistant Director of Special Education, the Coordinator of Special Education, the Program Specialists, and other special education staff, as assigned.
- Completes Federal and State financial, monitoring or auditing reports for Special Education programs and prepares any follow up actions or professional development needed.
- Works with Federal and State offices regarding due process hearing requests or compliance complaints for matters pertaining to Special Education.
- Oversees the referral process for District students recommended for special education assessment, including collaboration with the Teaching and Learning Division on matters

pertaining to RTI², MTSS, UDL and other pre-referral general education interventions.

- Assists in recruiting, selecting, and placement of special education staff.
- Interprets the goals and practices of the Special Education Department to administrators, staff and the community.
- Collects and analyzes data to provide information for summative reports.
- Responsible for maintaining practices that comply with Special Education laws.
- Identifies and develops appropriate standards aligned curriculum and school based assessments to support the academic growth of students with IEPs.
- Serves as the District representative for Individualized Education Program (IEP) development and participates in IEP meetings as needed.
- Oversees the Special Education Department and remains current on State and Federal laws concerning suspensions, expulsions, truancy, and student behavior concerns.
- Develops, designs and implements professional development programs for all Special Education staff, general education and administrators (as needed), including matters related to Special Education law and procedures.
- Serves as curriculum liaison to special education programs and meets regularly with educational leaders on special education both at local and state levels.
- Identifies and provides curriculum training experiences for teachers, administrators, and other staff assigned to special education.
- Observes the instructional programs by regular school site visits and by conferring with principals, supervisors, and teachers.
- Represents the District at local, county and State meetings on matters pertaining to students in Special Education.
- Works in collaboration with Teaching and Learning to oversee the coordination of State required testing for students in Special Education and to coordinate the Extended School Year program.
- Maintains staff and community relationships.
- Serves as district liaison to SELPA and other community agencies, such as RCEB and County Mental Health Services, as assigned.
- Participates on district-level committees and task forces.
- Oversees the District administration of grant-funded programs.
- Works with Uniform Complaint Officer on matters pertaining to students in Special Education.
- Performs other duties associated with educational programs as assigned.

KNOWLEDGE OF:

- Special Education practices and procedures and program management.
- State, Federal and local laws, codes and regulations as well as District organization, operations, policies and objectives pertaining to Special Education.
- Organization and management practices as applied to the origination, analysis and evaluation of programs, policies and operational needs.
- IEP process and providing an inclusive environment for students in Special Education.
- Budgetary and personnel processes, including knowledge of laws relating to revenue and expenditure of school districts, as they pertain to special education.

ABILITY TO:

- Demonstrate knowledge of Federal and State laws associated with Special Education.
- Consistently interpret, implement and maintain knowledge of applicable laws, codes, policies and District regulations governing scope of work.
- Build and maintain working relationships with staff, school administrators, parents and community groups.
- Provide administrative and professional leadership and direction for Special Education programs.
- Prepare and administer large and complex budgets.
- Allocate limited resources in a cost-effective manner.
- Establish goals and objectives with staff.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Deliver presentations to large audiences.
- Convey program concepts to others.

QUALIFICATIONS:

- Master's degree
- Valid CA Administrative Services credential
- Special Education Teaching credential and/or Pupil Personnel Services credential
- Five years of successful teaching and/or administrative experience
- Doctorate degree desired

PHYSICAL ENVIRONMENT:

Office setting. Requires sufficient visual acuity to recognize words and letters, ambulatory ability to conduct visitations at various locations within the District, speech and hearing ability to carry on conversations both in person (formal speaking and informal discussions) and on the phone.

TERMS OF EMPLOYMENT:

220 days, Management/Confidential Salary Schedule

BOARD APPROVED:

April 22, 2020