

North Monterey County Unified School District

CERTIFICATED MANAGEMENT POSITION DESCRIPTION

Position Title: **Director I - Special Education**
Department: **SPECIAL SERVICES**
Reports to: Director II - Multi-Tiered Systems of Support
Salary Level: Range 7 – Certificated Management
Calendar: 222

DEFINITION:

Serves as the leader for the special education program and is responsible for performing administrative duties, planning and managing, directing and coordinating the special education program and related services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develops, implements, monitors, and evaluates specialized instruction for the district's disabled students in the least restrictive environment
- Provides collaborative leadership with site and district administrators, special education, general education staff to implement high quality special education programs and services
- Identifies and/or develops appropriate, standards-aligned curriculum and school based formative assessments to support the academic growth of students with an Individualized Education Program (IEP) when the general education program curriculum and formative assessment require modifications
- Develops and implements a continuous cycle of analysis of student progress for special education students
- Recruits, selects, supervises and evaluates highly qualified special education certificated and classified staff to include school psychologists
- Establishes staffing levels for special education programs
- Develops, implements and monitors the budget for special education programs
- Serves as the district representative for Individualized Education Program (IEP) meetings, as needed
- In collaboration with district and site administration, reviews and analyzes student data to determine areas of need for professional development and improved student achievement for special education students
- Oversees parent advisory committees for Special Education programs
- Supports the planning of multi-tiered system of supports (MTSS) for special education students to ensure all students receive highly effective instruction in least restrictive environments.
- Integrates new developments, research findings and best practices into ongoing programs and new initiatives
- Visits special education and inclusive general education classrooms on a regular basis to monitor effectiveness of implementation of instructional strategies and the use of curriculum aligned to grade level, Common Core State Standards, and students' needs as articulated by their IEPs
- Coordinates, plans and collaborates with district and school site administrative staff to increase and improve the co-teaching model to allow general and special education teachers to differentiate and deliver instruction so all students have full access to the grade-level curriculum
- Ensures coordination of transportation for special education students
- Oversees the district's Extended School Year (ESY) programs
- Maintains a high level of knowledge regarding developing special education issues such as changes in federal

and local special education policy. Advocates for high-quality special education with school leaders and other critical stakeholders

- Assists in training school administrators to ensure staff are up-to-date on current local, state and federal legislation and policy interpretations related to special education and section 504 plans
- Prepares and delivers oral and written reports, recommendations and presentations to the Board, committees, parents, staff and others regarding professional development

OTHER DUTIES:

- Performs other related duties as may be assigned by the Director of Multi-Tiered Systems of Support and/or Assistant Superintendent.

REQUIRED QUALIFICATIONS:

Education and Experience:

- California credential authorizing service as a school administrator.
- A Bachelor's Degree or higher from an accredited college or university.
- Previous experience working effectively with culturally and linguistically diverse groups.
- Previous experience as a special education teacher, special education specialist and administrator for special education programs
- Previous experience in leadership, coaching and teambuilding skills to strengthen and cultivate relationships.

Licenses and other Requirements

- A California credential authorizing classroom service to students requiring special services or similar PPS credential.

Knowledge of:

- Principles and practices of leadership, management, supervision and training
- Technology and computer software applications relative to education, special education, and administration

Ability to:

- Stimulate and motivate cooperative team efforts and provide leadership
- Use a consultative approach to resolving work related issues
- Use strategic and analytical thinking skills and the ability to apply deductive reasoning and draw valid conclusions in order to solve problems and facilitate decision-making processes
- Ability to continuously seek quality service and process improvements in order to support a mission and strategic vision
- Establish and maintain cooperative relationships with students, program personnel, parents, vendors, co-workers, and the public
- Communicate effectively in the English language, both orally and in writing
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Understand and carry-out assigned work with minimal supervision
- Take responsibility to use good judgment in recognizing scope of authority
- Prepare and maintain statistical records and reports
- Learn and use technology and computer software applications as appropriate to the work environment
- Learn, plan, formulate and execute federal, state, District and departmental policies, procedures and directives in accordance with assigned duties
- Use initiative and judgment in discussing problems with the public and District staff involving District practices and policies
- Possess a California driver's license and be insurable

DESIRED QUALIFICATIONS:

- Any combination of education and experience equivalent to a Master’s Degree or higher from an accredited college or university.
- Successful experience in areas of conflict resolution
- Ability to use a consultative approach to resolving work related issues
- Previous experience in leadership, coaching and teambuilding skills to strengthen and cultivate relationships
- Experience working with culturally and linguistically diverse groups

WORKING CONDITIONS:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
- Physical strength sufficient to periodically lift and/or carry 25 pounds of materials or supplies
- Typically indoors work environment

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: presented for consideration on *April 5, 2018*

EMPLOYEE SIGNATURE _____ DATE _____