

CARDIFF SCHOOL DISTRICT
DIRECTOR OF SPECIAL EDUCATION

DEFINITION:

Under the general supervision of the Superintendent, is responsible for organizing, developing and supervising the K-6 special education programs in the District; coordinating placement for preschool students with disabilities; advising teachers, specialists and administrators in the appropriate placement of individuals with special needs; and monitoring the implementation of the individualized programs.

TYPICAL DUTIES:

- Establishes and facilitates procedures for the identification, of eligible students and for their placement in special education programs
- Coordinates assessment of students who may be eligible for special education programs
- Assists in the evaluation of District special education programs
- Provides leadership and serves as a resource person to special education personnel
- Serves on the Cabinet of the North Coastal Consortium for Special Education (NCCSE)
- Plans, prepares and monitors assigned budget
- Coordinates and monitors compliance with local, state and federal requirements
- Arranges, schedules and conducts inservice training for staff, parents and others as appropriate
- Participates in IEP meetings as appropriate
- Assists individual school sites in developing school-based programs and student study teams to deal with students-at-risk
- Assists special education personnel in the implementation of individualized programs for special education students in all subject areas
- Assists in planning for initial placement of students
- Coordinates transition of students from preschool to elementary programs, from elementary to high school district, and between programs as needed.
- Identifies available state and local resources, and coordinates with public and private agencies, organizations, and personnel to secure and provide services for students with disabilities
- Oversees supervision, evaluation and placement of instructional aides working in special education assignments
- Assists with school, district and consortium program reviews
- Participates in the selection of personnel for special education
- Maintains a high level of knowledge regarding special education issues, changes in law, case law, and educational methods in order to ensure the excellence of the District's special education program
- Attends appropriate professional development activities at school, district, county and state levels
- Advises staff and administrators of legal requirements governing special education programs
- Provides technical assistance to teachers and administrators as needed
- Develops and maintains accurate and timely records
- Participates in parent/community meetings, board meetings and school meetings and makes presentations as appropriate

- Performs other related duties as may be assigned by the Superintendent

EDUCATION AND EXPERIENCE:

Valid California special education teaching credential, clinical services credential or a school psychologist authorization. Minimum of five years of successful experience working with school-aged students is required. Strong oral and written communication skills are desirable. Strong interpersonal and organizational skills are desirable. Master's degree or beyond is required; advanced education in special education is preferred.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; speak; and listen. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. Work is predominately in an office/classroom/school environment.