



## **DIRECTOR – SPECIAL EDUCATION**

### **PRIMARY FUNCTIONS:**

Under the supervision and direction of the Assistant Superintendent of Student Services, the Director of Special Education directs the development, implementation, and evaluation of all District special education programs and services. The Director of Special Education is the District's primary liaison to the Special Education Local Plan Agency (SELPA). The Director of Special Education will direct operations of the district's psychological, behavioral, and other special education related services. The Director of Special Education may also represent the district at community and professional events. The Director of Special Education is responsible for oversight of all regulations regarding non-discriminatory practices and the safe and efficient management of school campuses in the District.

### **GENERAL DUTIES AND RESPONSIBILITIES:**

- Works with the Assistant Superintendent of Student Services to develop and implement annual goals and objectives aligned to the District's Strategic Plan and Local Accountability Plan (LCAP)
- Directs the activities of other members of the management team and school site support staff to achieve identified goals and objectives.
- Assists site administration and other school site personnel in the planning, evaluation and maintenance of special education programs in accordance with state and federal law
- Assists site administration and other school site personnel in the development and implementation of special education procedural compliance
- Works with the Assistant Superintendent of Student Services to provide professional development activities for site administrators, teachers, and para-educators to support special education services
- Attends Individualized Educational Plan (IEP), and Special Education Local Plan Area (SELPA) meetings
- Attends Program Advisory Committee (PAC) meetings as the district representative when appropriate
- Facilitates contracted special education services with other local school agencies and non-public agencies
- Identifies and selects appropriate special education assessment tools administered by program staff
- Select curriculum for special education programs and service providers
- Supervises and evaluates the performance of all assigned personnel in accordance with the collective bargaining agreement, board policy, and established district guidelines and procedures
- Works with the Assistant Superintendent of Student Services, and other members of the District's management team to develop and implement strategies to improve parent engagement and participation in their children's education

- Chairs IEP team meetings and serves as the custodian of record for and student IEP records
- Coordinates IEP records for documentation in multiple student information systems and state/county databases
- Serves as the District's representative at special education mediation and due process hearings
- May be required to attend meetings of the PJUSD Board of Trustees and prepares and presents reports to the board as directed by the Assistant Superintendent Student Services.
- Working with other members of the Superintendent's cabinet, reviews and updates for board approval, policies and administrative regulations on matters related to department responsibilities
- Identifies and secures funding to support special education services, allocate resources based on District budget guidelines, monitors staffing and expenditures within assigned programs, and provides fiscal oversight for the Special Education Department
- Identifies and develops grant proposals and other sources of funding for assigned special education programs
- Serves as the District's representative at county, regional, state, and national special education meetings and conferences
- Attend school board meetings, Back to School Nights, Open Houses, co-curricular athletic and academic events, student and staff recognition ceremonies, and other designated school and community functions
- Other duties and responsibilities consistent to the primary functions may be assigned

### **REQUIRED QUALIFICATIONS:**

Education -

- Possesses a Master's Degree and valid CA Administrative Services Credential.

Experience –

- Five years of experience as a credentialed teacher, program specialist, school psychologist, or site administrator;
- Prior experience leading site or district level committees related to special education

### **DESIRABLE QUALIFICATIONS:**

Knowledge of –

- Federal laws, California education code, and board policy related to special education services, overall school district operations, public employment, and the rights and responsibilities of students and community stakeholders
- Positive Behavioral Intervention and Supports (PBIS) strategies
- Student and employee due process rights in all disciplinary matters
- Current standards and best practices for monitoring and improving special education services with an emphasis on inclusion
- Current standards and best practices for implementing social and emotional support programs for students in a K-12 public education setting

- Legal requirements, collective bargaining agreements, board policy, and district procedures related to the hiring, supervision, and evaluation of assigned staff
- Legal requirements for the appropriate use and retention of confidential student and employee records
- Elements and key indicators of the California Professional Standards for Educational Leaders (CPSEL's)
- Organizational leadership, motivational strategies, and techniques for working with adult staff, student leaders, and community stakeholders
- Organizing, planning, and scheduling events using a conflict matrix and multiple calendars
- Appropriate budgeting, staffing, and basic accounting procedures related to management of a division budget
- Appropriate procedures for purchasing, receiving, inventorying, and distributing materials, equipment, and supplies through both general and special fund budget categories

Ability to –

- Maintain possession of a valid California driver's license
- Understand and carry out both oral and written instructions independently
- Read, write, and communicate in English and Spanish
- Support, communicate, and serve as an effective spokesperson and representative of the Superintendent, Administrative Cabinet, and Board of Trustees to school site staff, students, and community stakeholders
- Work collaboratively and communicate effectively as part of a team
- Analyze and interpret numerical data and written information
- Maintain confidential information
- Prepare and maintain financial and programmatic reports and other records
- Maintain professional standards of conduct (model core values)
- Operate a computer, including word processing, data management software, and student information systems
- Establish and maintain ongoing cooperative and collaborative relationships with students, parents, school district staff, key public agencies, advisory groups, auxiliary organizations, and other community stakeholders
- Engage with appropriate professional and academic organizations to remain current and knowledgeable on public policy matters impacting K-12 public education at a local, state, and national level

**PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:**

Employees in this position must have the ability to:

- Stand and sit for extended periods of time

- Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 20 lbs. to waist height
- See and read printed matter with or without vision aids
- Hear and understand speech at normal levels
- Speak English so that others may understand at normal levels
- Concentrate on single or multiple tasks individually or in a group setting for up to two (2) hours at a time
- Learn and adapt to the use of a variety of equipment and machinery and follow both oral and written instructions to complete tasks
- Maintain regular attendance

**WORK ENVIRONMENT**

The primary work location is indoors and outdoors in offices and school campus settings. Noise levels in this setting range from quiet to loud. The employee travels between school sites, district facilities, and other public agencies in the course of their duties. Assignment will also require occasional travel to conferences, workshops, and professional symposia outside the school district boundaries and may require overnight lodging and work in a hotel/conference complex.

*Board Approval: February 6, 2023*

*Formal Review: January 23, 2023*

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

**I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.**

**I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.**

**I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.**

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*