



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Director I, Special Education</b> <b>Venture Academy</b> <b>County Operated Schools and Programs</b>	<b>#6298</b>
<b>SALARY PLACEMENT:</b>	<b>Senior Management Salary Schedule</b> <b>Range 1</b>	

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### **SUMMARY OF POSITION:**

Under direction of the Venture Academy Division Director, the Director will provide oversight of the school, and participate in the Individualized Education Plan (IEP) for students ensuring students receive Free and Appropriate Public Education (FAPE). Provide instructional leadership for both general education and special education. Oversee the Special Education program and ensure compliance with all applicable laws and requirements. Perform a wide variety of tasks in the day-to-day operations of venture Academy Charter School.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Masters' Degree. Possess a valid California Teaching Credential and an Administrative Services Credential. Five years of teaching experience and one year of administrative experience in an educational setting. Experience with program development and oversight in Special Education.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Experience as a charter school administrator. Experience facilitating IEP's. Possess an in-depth knowledge and understanding of education codes regulating charter schools and independent study. Fluent in Spanish.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- program evaluation and data collection
- charter laws and regulations as well as Special Education laws and regulations

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- lead continuous improvement cycles
- serve as an instructional leader on campus
- be flexible based on program needs
- create and follow policies and procedures
- manage and oversee budgets
- work collaboratively with all employees to continuously improve the culture and learning experience for Venture Academy's students, families, and staff

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

**DISTINGUISHING CHARACTERISTICS:**

The Director I series represents advanced management positions and has three levels.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and assist in budget development.
13. Understand and support the school's mission, vision, and School-wide Learner Outcomes.
14. Determine staffing needs, both classified and certificated in areas of assigned responsibility.
15. Report school progress to the Governing Board when appropriate.
16. Responsible, along with the administrative team, for assuring the school is in compliance with charter school laws and operates within State regulations.
17. Oversee the school-wide Special Education program, ensure compliance with all applicable laws, lead continuous improvement cycles to ensure the services offered are meeting student needs.
18. Manage student discipline issues.
19. Provide administrative support at athletic and extracurricular activities.
20. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.