

**CENTRAL UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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**Position:** Director, Special Education and Support Services

**Classification:** Certificated Management

**Reports to:** Assistant Superintendent of Educational Services

**Range:** Certificated Management Salary Schedule

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**EDUCATION AND EXPERIENCE**

California Administrative Credential and at least three years of successful administrative experience. Valid California Teaching Credential preferred.

Licenses and other Requirements:

Valid California driver's license and California Administrative Credential.

Valid California Teaching Credential preferred.

**SUMMARY**

Plan, organize, monitor and oversee the Special Education and Support Services Departments. Work in conjunction and interactively with General Education to develop and integrate a full spectrum of Special Education services. Maintain compliance issues with State and Federal laws and regulations. Supervise and evaluate the performance of assigned personnel.

**SPECIFIC RESPONSIBILITIES**

1. Plan, organize, control, direct and evaluate a variety of programs, projects and activities related to the Special Education and Support Services programs for the District.
2. Responsible for developing and evaluating programs for Special Education students; including curriculum implementations and evaluations.
3. Supervise all SDC and RSP programs in the District; preschool through grade 12.
4. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; provide for appropriate research and compile reports for State and Federal agencies.
5. Supervise and evaluate the performance of assigned certificated and classified staff; interview and select employees and recommend transfers, assignment reassignments, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff.
6. Monitor and manage the Special Education and Support Services budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
7. Plan, coordinate, and facilitate Special Education and Support Staff meetings.
8. Ensure compliance with Federal and State laws and regulations.
9. Implement and supervise Intensive Reading Intervention Programs for Special Education including non-identified student programs.

10. Develop and implement policies and procedures for the Special Education and Support Services Department.
11. Collaborate with Fresno County Office of Education for special programs (CIRCLE, DNA Community Court School).
12. Attend and participate in SELPA committee meetings.
13. Respond to Office for Civil Rights complaints, State Department of Education investigations, and due process hearings.
14. Responsible for CASEMIS management and maintaining compliance with maintenance of effort.
15. Develop and supervise programs for Licensed Care Institutions; including intake and placement of students.
16. Attend a variety of management meetings representing the Special Education program.
17. Attend or chair a variety of meeting; represent the District in collaborative/ partnerships/task forces with the County, human services agencies, institutions of higher education, business/industry and judicial and law enforcement agencies as assigned by the Assistant Superintendent of Instruction.
18. Monitor district-wide 504 services and protection.
19. Attend conferences to stay current with the latest developments in Special Education; including laws and regulations.
20. Perform related duties as assigned by the Assistant Superintendent of Educational Services.

### **SPECIFIC QUALIFICATIONS**

Should possess personal qualifications recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, maintain confidentiality and ability to work cooperatively with others. Should also possess highly developed organizational skills, be detail oriented, and have the ability to deal with frequently changing laws and regulations.

Knowledge of:

- Planning, organization and direction of a major Special Education program.
- Budget monitoring and control.
- Oral and written communication skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures.
- Curriculum for Special Education programs.
- Counseling and testing programs for Special Education students.

Ability to:

- Plan, organize and administer a complex Special Education program.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Remain current on trends and developments in the Special Education field.

### **QUALIFICATION REQUIREMENTS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.