

## CENTRAL UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

**Position:** Assistant Director – Special Education and Support Services      **Classification:** Certificated Management

**Reports to:** Director – Special Education and Support Services      **Range:** Certificated Management Salary Schedule

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### EDUCATION AND EXPERIENCE

Bachelor's Degree or higher. A minimum of two years of successful administrative experience. Bilingual Spanish preferred.

### LICENSES AND OTHER REQUIREMENTS

Valid California Driver's License

California Administrative Services Credential

Valid California Teaching and/or Pupil Personnel Services Credential in School Psychology

### SUMMARY

Under the direction of an assigned supervisor, assist with planning, organizing, and monitoring the Special Education Department. Assists individual school leaders, program supervisors, teachers, and support staff in matters affecting implementation of curriculum standards, instruction, leadership and professional development in support of state, federal and local mandates.

**REPRESENTATIVE DUTIES (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

- Assist in the development of systems, structures, and curriculum aligned to CCSS and California Department of Education (CDE) Special Education frameworks and policies in support of teaching and leading practices that ensures equity, academic excellence, and support for all students regardless of their learning modalities.-
- Assist in the vetting and implementation of open source, technology-based instructional support materials and ensure equity of access through effective implementation of materials
- Assist in the administration and supervision of professional development, curriculum and instruction related to Common Core State Standards and NEXT Generation Assessments
- Develop, facilitate and evaluate professional development to improve professional practices throughout the district in alignment to special education services and preventative multi-tiered systems of support practices.
- Assist with implementation of the Common Core State Standards, appropriate supports to meet diverse learning needs through Individual Educational Plans (IEPs) and preventative supports, and implantation of services and programs in alignment to state and local mandates.
- Plan and assist with the development and acquisition of core instructional materials, programs and services.
- Assist school sites with the implementation of curriculum, effective instructional pedagogy and systemic program implementation in alignment to state and local mandates.
- Disseminate information and coordinate changes in the instruction and special education and related programs as reflected in current research and in alignment to state and local mandates.
- Assist in the preparation and presentation of appropriate periodic reports to Cabinet and the Board of Trustees related to special education and preventative services and programs.
- Coordinate the attainment of student competency with testing and research programs
- Coordinate with appropriate committees in planning, development, and revision of site- and district-wide professional development, curriculum guides, course outlines, state and local mandates, and instructional materials

## **Assistant Director – Special Education and Support Services – Continued**

- Keep abreast of curricular and program innovation, disseminate research and descriptive materials and conduct field testing.
- Assist with communication, problem solving, and interpretation of policies and procedures for school personnel and members of the community
- Assist with the TK-12 component of the district's assessment program including State and local assessments
- Accountability and compliance for reports, data, communication, and professional development for special education programs and like services
- Responsible for the evaluation of assigned certificated and classified employees
- Performs other duties as may be assigned

### **KNOWLEDGE AND ABILITIES**

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.

#### **Knowledge of:**

- Current educational administration principles and practices
- Differentiation of content areas for professional development purposes for: Assessment, Curriculum and Instructional design, Student and Adult Learning Theory, Professional Development, Special Education, Gifted and Talented, Migrant, ELD, Data Analysis, Preschool/ECE
- Neuroscience research and its implication on teaching and learning
- Proven ability to conduct professional development sessions, including group presenting and facilitation
- Employee organization contracts
- District organization, operations, policies and objectives Special Education policies, including state and local mandates reporting and analysis of Special Education programs
- Multi-Tiered Systems of Support as preventative practices and related services
- Individualized Education Plans and Behavior Support Plans
- -Oral and written communication skills using standard academic language. Applicable laws, codes, regulations, policies and procedures.

#### **Ability to:**

- Support and monitor the delivery of curriculum through professional development and on-site support and coaching
- Communicate effectively both orally and in writing.
- Monitor the assessment of the instructional needs
- Exercise judgment and discretion in interpreting and applying policies and procedures.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action in concert with district level staff and site principals.
- Meet schedules and time lines.
- Work independently as well as collaboratively
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.

### **WORKING CONDITIONS**

#### **Environment:**

Office environment; driving a vehicle to conduct work.

**Assistant Director – Special Education and Support Services – Continued**

**Physical Abilities:**

Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

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.