



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF SPECIAL EDUCATION

PRIMARY FUNCTIONS:

Under the direction of the Assistant Superintendent of Educational Services or designee, the Director of Special Education has responsibility for organization, administration, and supervision in areas designated as Special Education, psychological, and special education-related programs and services; Formulate programs and policies; coordinate and oversee services; direct the preparation and administration of budgets; direct the development and implementation of professional learning; provide interpretation and guidance of compliance to laws; and coordinate special programs/services; Makes decisions of critical consequence, impacting recommendations and development of new or revised policies, procedures, and program services; has responsibility for supervision of a division with programs and services staffed by professional personnel; Provide additional support for the programs and services of the department, the director will seek additional funding sources and opportunities.

REPRESENTATIVE DUTIES:

Plans and implements program goals and objectives for the special education program Pre-K-8th grade while maintaining an awareness of current laws, policies, and regulations pertaining to specific programs

Participates in IEP meetings, discussions, informal conferences, mediations, and due process hearings to resolve issues regarding special education students

Represent the District in legal proceedings regarding the Office of Civil Rights, Office of Administrative Hearings, and special cases as directed

Manages special education complaints for the purpose of providing required services

Develops and implements a program evaluation plan for pupils in Special Education programs

Develops and implements a continuum of services, which begins in the General Education setting and moves to a more restrictive environment, as appropriate, to meet the needs of pupils in Special Education

Provides leadership to community advisory committees for Special Education Programs and other staff advisory committees

Participate as a representative of the District at professional meetings and conferences in the areas of special education and related services

Develop district goals and procedures related to Special Education and other related programs as assigned

Directs Department functions related to identification, assessment, certification, and establishment of priority placement of pupils in Special Education programs, including Extended School Year programs

Directs preparation of the budget for all Special Education programs; analyzes and reviews budget and financial data; controls and authorizes expenditures in accordance with established policies; and directs the implementation of a financial plan for funding support services and site allocations

Maintains liaison with governmental agencies, regional agencies, and other entities related to Special Education services for pupils

Provides leadership in the review of existing and pending legislation related to Special Education guidelines

Maintains the confidentiality of information used in personnel issues and District functions and serves as the custodian of special education records

Assists in the development of policies and procedures related to special education for the District and in consultation with the development of SELPA Policies

Performs regular program reviews and recommends changes in program administration, methodology, curriculum, and/or procedures as necessary

Plans, organizes, and implements long- and short-term plans and projects to enhance Special Education programs and services to students

Directs the preparation and maintenance of various statistical and narrative reports and maintains records and files for Special Education functions and staff to ensure reporting requirements are met for Federal and State agencies, District officials, and the Board of Education

Communicate with District Administrators and other agencies and organizations in the State and with County SELPA (Special Education Local Plan Area) administrators to coordinate activities and programs, resolve issues and conflicts, and exchange information

Plans and coordinates continuing Department staff development and training in Special Education laws and regulations, compliance issues, corrective actions, program development, and related functions

Selects, assigns schedules, trains, and evaluates assigned certificated and classified staff performance

Stays current with laws, regulations, and best practices through personal training, staff development, professional reading, and attending workshops and conferences as applicable

Coordinates nonpublic school, residential placements, and non-public agency services for students with disabilities

Performs other tasks and assumes other responsibilities as the Superintendent or Assistant Superintendent may assign

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

- Knowledge of State and Federal legislation as it relates to Special Education
- Knowledge of budget and funding requirements for Special Education
- Interagency collaborative models and practices
- Inclusion and inclusive practices for students with significant support needs
- Welfare and Institution codes

- Grant writing techniques
- Regulations and policies governing public agency service providers
- Evaluation models, data collection, and analyses used in monitoring program effectiveness
- Principles and practices of record keeping, documentation and reporting
- Community assessment techniques and models
- Services provided to students as related to general fund, special education, and categorical programs
- Special Education laws and best practices relative to providing services to special education students within the District

ABILITY TO:

- Plan, organize, control, and direct the Special Education Department
- Collaborate with families and community members of diverse cultural and educational backgrounds
- Train and supervise the performance of assigned personnel
- Meet schedules and timelines
- Work independently with little direction
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Develop long-term strategic plans for instructional improvement
- Exercise and make sound judgment and employee-related decisions
- Ability to work effectively with staff and the public; skill and accuracy in oral and written expression
- Communicate patience and courtesy in a manner that reflects positively on the organization
- Communicate and implement the District and the Board of Education policies and regulations
- Analyze problems and propose logical and effective course of action
- Use sound judgment in interpreting and applying policies and procedures
- Exercise initiative and make independent decisions to meet deadlines or effectively handle emergencies
- Take direction and adjust performance based on input from supervisor
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to the audience, including electronic media

EDUCATION AND EXPERIENCE:

- Appropriate Administrative Services credential as required by the California Commission on Teacher Credentialing
- Master's Degree or Doctorate in education or closely related discipline

- Three (3) years of teaching experience or comparable in the field of special education
- Five (5) years of administrative and/or supervisory experience

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment: ability to work in a fast-paced environment with multiple disruptions, subject to driving a vehicle to conduct work

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal, hearing and speaking to exchange information and make presentations, sitting or standing for extended periods of time, bending at the waist, reach overhead, lifting, pulling, pushing items, crawling and/or stooping; squatting; read various documents, and seeing to read, analyze and review complex data.

This position complies with the rules and regulations of the Americans with Disability Act (ADA)

Board Approved: 09/26/23