MT. DIABLO UNIFIED SCHOOL DISTRICT

CHIEF, PUPIL SERVICES and SPECIAL EDUCATION

Summary Definition

Under the general direction of the Superintendent, as a member of the Executive Cabinet, provides administrative leadership and assumes responsibility for the planning, implementation, and evaluation of districtwide special education and student services programs and services.

Directly Responsible To

Superintendent

Supervision

At the direction of the Superintendent, may be responsible for the evaluation and supervision of the following positions:

Director, Student Services
Assistant Directors, Special Education
Principal, Special Education School
Program Specialist
School Psychologist
Behavior Health Specialist

Supervises and evaluates other assigned certificated and classified staff.

Examples of Duties (to include, but not limited to:)

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classifications, but is intended to accurately reflect the principal job elements.)

1. Assumes responsibility for the organization, administration, and supervision of the special education and student services programs and services. **E**

2. Prepares and administers the budgets in those programs and areas for which he/she is responsible. **E**

3. Assists in compiling and submitting accurate reports as required by district, state and federal jurisdictions. **E**

4. Develops and implements in-service programs related to special education and student services for staff, as well as the parent community. **E**

5. Monitors the maintenance of the Information System for data systems associated with special education and student services functions. **E**

6. Meets on a regularly scheduled basis with school-level leadership personnel responsible for special education and student services operations in the schools. **E**

7. Works with other departments and school sites to assure the alignment of the curriculum between the general education program and the curriculum offered in the Special Education classroom. **E**

8. Directs, counsels, and assists in the supervision and counseling of special education and student services staff in the operation of their programs and recommends modification and/or additional programs as needed. **E**

9. Supervises, evaluates and monitors the performance of certificated and classified personnel directly responsible to him/her. **E**

10. Assists in the administration and negotiations of all department-related aspects of negotiated employee contracts. **E**

11. Administers, supervises, coordinates and evaluates: **E**

- Special Education Programs in accordance with the Local Plan for Special Education
- Special Education Centers
- Student Services
- Psychological Services Program
- Behavioral Health Services Program

12. Serves as Executive Director for Mt. Diablo Unified SELPA (Special Education Local Plan Area) and completes all required duties of the position including: **E**

- Local Plan
- Annual SErvice Plan
- Annual Budget Plan
- Community Advisory Committee Meetings
- All fiscal and compliance reporting required of Mt. Diablo Unified SELPA

12. Provides leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching. **E**

13. Works cooperatively with individuals and groups in relating the activities of special education, student services and district-wide education programs. **E**

14. Works cooperatively with the Assistant Superintendent, Human Resources in recruitment, development, interviewing, selection, assignment, transfer, and separation of special education and student services personnel. **E**

15. Acts as liaison between district programs and the appropriate local, county, state, and national agencies. **E**

16. Seeks out alternative funding sources through grants and other sources. **E**

17. Develops and maintains liaison with appropriate referral agencies in the community. **E**

18. Attends all meetings and other job-related meetings and activities specified by the Superintendent. These meetings, other job-related meetings, and activities may include travel within the state. **E**

19. Performs additional duties assigned by the Superintendent as an adjunct to the regular stated duties. **E**

Performs those duties and responsibilities including supervisory and advisory as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills

1. Knowledge of principles of organization and management.

2. Ability to exhibit the qualities of leadership essential to the successful administration of a comprehensive program of special education as well as a program of general student services.

3. Knowledge of laws, rules, and regulations governing special education and student services operations.

4. Knowledge of basic elements involved in the teaching of special education students.

5. Knowledge of budget development, maintenance, and evaluation; knowledge of funding systems and resources, including grant writing.

6. Knowledge of effective employee supervision and evaluation procedures and techniques.

7. Ability to speak and write effectively.

8. Ability to work effectively with all segments of the educational community and general public.

9. Ability to analyze problems, make decisions or recommendations, and be responsible for those decisions.

10. Ability to rapidly assimilate the facts, conditions, and implications of problems suddenly thrust upon the office and to organize an effective administrative response to them.

11. Ability to design and implement procedures.

12. Knowledge of school district operations and procedures.

13. Skill in translating Board and district policy to various employees, individuals, and groups.

14. Ability to plan, organize, coordinate and direct a variety of complex operations of a large school district.

15. Ability to supervise and direct a large staff or department.

16. Ability to manage time and priorities effectively.

Education, Training, and Experience

1. Post graduate work in special education, pupil personnel services, school administration, or a related field.

2. Successful administrative experience in special education.

3. Progressively responsible experience in providing administrative leadership in either special education or pupil personnel services.

4. Possession of an appropriate school administrative credential.

5. Experience in directing/supervising the work of others.

6. Experience in working with a variety of agencies and other community resources involved with students and families.

Working Environment

Office environment, driving a vehicle to conduct work. With or without accommodation, the ability to see and hear to conduct work and speak to exchange information. The ability to stand and sit for extended periods of time, reach overhead, above the shoulders, and horizontally, or bend at waist to retrieve and store files. Reading, writing, operating computer keyboard.

Physical Abilities

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Diablo Managers Association
Range 41
Days 248
Adopted by the Board of Education: May, 11, 2020