MT. DIABLO UNIFIED SCHOOL DISTRICT

Executive Director of Special Education

Primary Function

Provides administrative leadership and assumes responsibility for the planning, implementation, and evaluation of district-wide special education programs and services.

Directly Responsible To

Superintendent

Supervision

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

Administrator, Special Education – SDC
Administrator, Special Education – DIS/RS
Administrator, Alternative Dispute Resolution
Principal, Special Education School
Program Specialist
School Psychologist
Administrative Secretary
Supervises and evaluates other assigned certificated and classified staff.

Major Responsibilities

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

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

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

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

5. Monitors the maintenance of the Management Information System for Special Education Students.

6. Meets on a regularly scheduled basis with school-level leadership personnel responsible for special education in the schools.

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.

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

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

10. Assists in the administration of all department-related aspects of negotiated employee contracts.

11. Administers, supervises, coordinates and evaluates:
    -Special Education Programs in accordance with the Local Plan for Special Education
    -Special Education Centers
    -Psychological Services Program

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

13. Works cooperatively with individuals and groups in relating the activities of special education with district-wide education programs.

14. Works cooperatively with the Director of Personnel Services in recruitment, development, interviewing, selection, assignment, transfer, and separation of special education personnel.

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

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

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

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.

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

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.
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.

DMA Salary Schedule Range 36
Adopted by the Board of Education: May 28, 2014

Job Title and Range Change Approved by the Board of Education: September 12, 2016