MT. DIABLO UNIFIED SCHOOL DISTRICT

ASSISTANT DIRECTOR, SPECIAL EDUCATION

Summary Definition

Plans, implements, coordinates, and evaluates all aspects of districtwide programs providing special educations such as the Special Day Class Program, the Resource Program, the County and Center Programs, and transportation.

Directly Responsible To

Assistant Superintendent, Pupil Services and Special Education

Supervision

Supervises agency personnel and evaluates 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. Coordinates, supervises, develops, and organizes the Special Education programs and related services throughout the district in accordance with state and federal laws and regulations. **E**

2. Organizes and implements the district programs for special education infant and preschool age children. **E**

3. Assists in the **eligibility monitoring and** organization of transportation systems to deliver students to County, NPS, and special day classes.

4. Develops and administers budget, contracts and expenditures relating to Special Education programs and related services. **E**

5. Keeps special day teachers and service providers informed as to program implementation, district policies, and state/federal laws and regulations regarding special education. **E**

6. Interprets for school staff, laws, regulations, and policies governing special day classes and resource programs.

7. Plans and implements an inservice training program for new and continuing Special Education assistants. **E**

8. Maintains up to date records on all Special Education programs and related services. **E**

9. Supervises and evaluates clerical staff assigned to support programs for Special Education and related services, non-public schools and agencies, and transportation for special education students.

10. Supervises and evaluates Special Education teachers and service providers who are in temporary or probationary status, or serve more than one school. (Usually 10 to 20 certificated staff per year.)

11. Reviews all special day class placements and documents as to accuracy and completeness.

12. Reviews all caseload documentation for resource teachers to monitor compliance.

13. Works collaboratively with Special Education Program Specialists to ensure appropriate special day class placements and instruction.

14. Works collaboratively with Student Services and Nurses to provide additional medical coverage for medically fragile students and those requiring medical monitoring.

15. Coordinates medical billing and purchasing for contracted vendors.

16. Develops and administers the annual budget for Special Education programs and related services.

17. Supervises the inclusion program and staff.

18. Develops and maintains ongoing contact with parents and parent groups and organizations.

19. Assists in the planning and implementation of inservice training programs for administrators, teachers, classified personnel, outside consultants, parents, and others.

20. Trains, arranges training, assigns and monitors Special Education assistants with regard to program need.

21. Represents the district in due process hearings in Federal court, and at mediations.

22. Provides assistance to principals and administrators with their respective special

education programs by problem solving, providing training or program assistance, working with special education problems, and by assessing program needs.

23. Attends job related meetings and activities specified by the **Assistant Superintendent, Pupil Services and Special Education**.

24. Collaboratively prepares required state/consent decree reports.

25. Performs additional duties as assigned by the **Assistant Superintendent, Pupil Services and Special Education** as an adjunct to regular stated duties.

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

DESIRED QUALIFICATIONS

Knowledge of:

1. Knowledge and understanding of special education laws, regulations, and procedures.

2. Knowledge of special education programs for ages 0-22.

3. Knowledge of disabilities as well as treatment and remediation strategies.

4. Ability to exhibit the qualities of leadership essential to the successful administrations of special education.

5. Ability to exercise good judgement and tact.

6. Ability to cope with emergency situations.

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

8. Knowledge of curriculum concepts and materials pertinent to special education. 9. Ability to speak and write effectively and use technology as a communication tool. 10. Knowledge of the principles of organization and management.

11. Ability to assemble and analyze data, and make appropriate recommendations for actions.

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

13. Knowledge of school district operations and procedures.

14. Knowledge of the principles of staff training and development.

15. Ability to work effectively with individuals and large groups.

Skill In:

1. **Handling confidential information with discretion.**

2. **Establishing and maintaining effective working relationships.**

3. **Interpersonal skills using tact, patience, and courtesy.**

4. **Leadership of teams and departments.**

Education and Experience:

Any combination equivalent to:

1. Post graduate work in school administration, curriculum and instruction, or a related field. Advanced training and related experience in the education of individuals with exceptional needs.

2. Knowledge and experience in one or more areas of major disabling conditions, in preschool, disability, regulations, career/vocational development, and transition assistance.

3. Experience with disability treatment remediation strategies.

4. Successful experience as a special educator (teacher, psychologist, speech pathologist, etc.).

5. Progressively responsible experience in providing leadership in a school or district setting, or both.

6. Possession of an administrative credential and a special education/related credential.

7. Knowledge of curriculum concepts and materials pertinent to special education. 8.

Ability to speak and write effectively.

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

10. Experience in staff training or development.

Environment:

District office environment; fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent specifications; maintains high regard for exemplary customer service.

Physical Abilities:

Hear and speak to 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; sit or stand for extended periods of time; work at a desk, conference 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 25 – 248 Days

Adopted by the Board of Education: October 11, 2011

Revised: