

SAN YSIDRO SCHOOL DISTRICT

TITLE: Director of Special Education

REPORTS TO: Executive Director of Curriculum, Instruction and Innovation

DEPARTMENT: Educational Services

CLASSIFICATION: Management (225 days)

FLSA: Exempt

SALARY: Management Salary Schedule

Revised: November 2017

Board Approved: December 14, 2017

BASIC FUNCTION: Under the direction of the Superintendent the Director of Special Education is responsible for the direction and administration of the district's Special Education Program, testing and evaluation program, and related special services affecting the district-wide instructional program.

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 are intended to accurately reflect the principal job elements.)

- Directs and supervises the entire special education program of the district.
- Directs and assists in the supervision of all special education programs in accordance with local policy, state and federal law and regulations.
- Engages in strategic planning through collaboration with school administrators and staff, to facilitate the inclusion of Special Education in the site vision process; restructuring of general education for Special Education students; developing goals and objectives for the inclusion of Special Education students in the restructuring process, and encouraging innovation to improve the quality of services to students in Special Education
- Collaborates with administrators and other program directors to improve the quality of services, provide program and student outcome data and complete all required evaluation reports.
- Provides leadership for development of district and department goals and objectives, and program improvement for special education including design, implementation and management of inclusive education programs.
- Recommends and manages the budget for special education programs and assists with preparing claims.
- Provides consultative service to schools in areas of special education.
- Provides information regarding current laws and regulations related to special education.
- Assists in the development of policy and procedures related to special education.
- Assigns and schedules special education personnel.
- Makes recommendations for facilities required for planned programs.
- Maintains relationship with regional, county, state, and federal agencies relative to special education.
- Provides a program of staff development for special education personnel. Assists in site-based staff development and regular education in-service training for students with special needs.
- Provides for the collection and maintenance of attendance records for special education student rosters and related information.
- Serves as representative of special education on district councils and committees.
- Prepares and submits applications, evaluations, and reports as required.
- Participates in the selection of personnel for special education.
- Performs other related duties as assigned.
- Assesses site special education program effectiveness.

- Provides leadership for: School Psychologist, Speech and Language Pathologist, Adapted Physical Education Specialists, Non-Public Schools, Preschool programs, OT/PT, other support specialists.
- Assists school administrators with the activities and evaluation of assigned staff by providing support and technical direction where applicable.
- Other duties as assigned.

KNOWLEDGE

- Demonstrated knowledge of special education curriculum and programming, State and Federal education laws and regulations, and district policies.
- Demonstrated knowledge of best practices in curriculum and instruction, assessment, program evaluation, evidence of classroom effectiveness, budget management, and data analysis.
- Demonstrated knowledge of school operations and management.
- Demonstrated knowledge of leadership development.

ABILITIES

- Ability to lead strategic educational initiatives that result in measurable improvements in student achievement.
- Ability to apply knowledge of current issues and trends in special education programming.
- Ability to effectively present information and respond to questions from groups, parents, and the general public.
- Ability to relate well and work collaboratively with stakeholders.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- California Administrative Services Credential
- Master's degree in Special Education or related field is required.
- Three years administrative experience
- Minimum of three (3) years successful experience as a special education teacher, School Psychologist, School Nurse, Speech and Language Pathologist or other related certificated field.

DESIRED QUALIFICATIONS:

- Bilingual and Biliterate (English / Spanish)

WORKING CONDITIONS

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.