CERTIFICATED MANAGEMENT			
Work Location	Roseland School District	**Responsible To**	Superintendent
Work Year	211 days (Mutually planned and agreed to between Superintendent and Special Education Programs Director)	**Hours**	Full-time (8 hours per day
Salary	Special Education Programs Director Salary Schedule	**Benefits**	Eligible for District Benefits (Certificated)

Definition:
Provide leadership and administrative support for District Special Education programs, and other student and family support programs as determined by the Superintendent.

Duties and Responsibilities:
Duties and responsibilities may include, but are not limited to, the following:

- Establishes a welcoming and inclusive culture, and leads in the implementation of services to special education students in accordance with Federal, State laws and District policy Coordinates the development, implementation and monitoring of eligibility assessments and instructional programs, including related services, for students with disabilities ages 3 to 22 years
- Ensures legal compliance with special education regulations and laws; monitor changes in legislation and legal guidelines; develop recommended policy changes as needed
- Represents the District and participates in IEP meetings, informal conferences, mediations and due process hearings to resolve issues for special education students
- Assist in the placement, monitoring, contracting and transition of students receiving services from non-district programs including county programs (SCOE), consortium programs, non-public schools programs and services provided through non-public agencies
- Coordinate the LEA MediCal billing and MediCal Administrative Activities (MAA) claiming reimbursement programs
- Provides consultation, support and technical assistance to site principals and district staff on all educational program and legal matters relating to special education and related services
- Creates a highly functioning and collaborative team of special education service providers across the district
- Coordinates hiring of special education staff members in cooperation with site principals and other district staff
- Evaluates special education personnel as appropriate; providing support and assistance and developing improvement plans with employees to correct deficiencies and implementing discipline and termination procedures when necessary
- Assist with special education budget development and monitoring

- Serves as the district liaison with other public and private agencies providing services to students with disabilities, including SELPA, Community Advisory Committee (CAC), North Bay Regional Center (NBRC)
- Perform other duties as directed by the Superintendent or designee

Employment Standards

Knowledge of:

- Federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility for regular and special education
- Professional and ethical standards and practices
- Principles, practices methods and strategies applicable to special education curriculum development and strategies for implementation
- Public and private education programs and community resources for referrals
- Behavior management theories and techniques

Ability to:

- Hire, supervise and evaluate staff
- Respond promptly to requests of internal and external clients; provide needed directions, assistance, training, materials and resources
- Plan and implement programs of remediation
- Communicate effectively both orally and in writing
- Make decisions in a objective, rational and competent manner
- Facilitate team work
- Demonstrate flexibility and creative problem solving
- Establish effective working relationships with staff, district personnel, other agencies and the public
- Maintain and improve professional skills and knowledge
- Be flexible and receptive to continuous improvement
- Ability to provide leadership to the special education department

Required Educational/Experience Qualifications:

- Current CA Pupil Personnel Services Credential in School Psychology or Special Education Credential
- At least (5) years' experience as teacher or psychologist
- Administrative Credential

Other Desirable Qualifications:

- Bilingual English/Spanish
- Master's degree from an accredited college or university with an emphasis in special education psychology or closely related field

Licenses and Other Requirements:

- A valid California driver's license, including clean driving record and evidence of appropriate automobile insurance based on DMV regulations may be required. This position requires frequent traveling by the employee's own vehicle to sites and trainings.
- Fingerprint and TB clearance
- Post-Offer Pre-Placement clearance

Physical Demands:
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting, walking or standing for extended periods of time when performing duties inside or outside the work office may be required.
- Occasional lifting and/or moving up to twenty (20) pounds.
- Subject to bending, reaching and twisting.
- Hearing and speaking to exchange information in person, online and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; manual dexterity to operate business related equipment, handle and work with various materials and objects are important aspects of this job.
- Frequent use of computer, mouse and keyboard.
- The job is performed under minimal temperature variations, is generally a hazard free environment in a clean atmosphere. The noise level in the work environment is usually moderate.

Evaluation:

- The Superintendent shall evaluate and assess in writing the performance of the Special Education Programs Director annually for the first and second years of employment and at least every other year thereafter. Said evaluation and assessment shall be reasonably related to the position of the Special Education Programs Director for the year in question. The evaluation format shall be determined by the District but shall at a minimum include staff and personnel relations, educational program and professional leadership development.
- In the event that the Superintendent determines, in the course of the evaluation process, that the performance of the Special Education Programs Director is unsatisfactory in any respect, he/she shall describe in writing, indicating specific instances where appropriate, said unsatisfactory performance. The evaluation shall include recommendations as to the areas of improvement in all instances where the Superintendent deems improvement to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Special Education Programs Director and the Special Education Programs Director shall have the right to make a written reaction or response to the evaluation within ten (10) days from receipt of the evaluation, which shall become a permanent attachment to the Special Education Programs Director personnel file. Within 30 days of the delivery of the

written evaluation to the Special Education Programs Director, the Superintendent shall, if requested by the Special Education Programs Director, meet with the Special Education Programs Director to discuss the evaluation.

Termination of Contract:

- The Special Education Programs Director's status as a permanent or probationary certificated employee of the District may be terminated in accordance with the applicable provisions of law.

Board Approved: March 10, 2010
Board Approved: August 19, 2001
Board Approved: April 19, 2017
Board Approved: June 17, 2019
Board Approved: June 15, 2022