

ONTARIO-MONTCLAIR SCHOOL DISTRICT

DIRECTOR, SPECIAL EDUCATION

DEFINITION:

Under the direction of the Assistant Superintendent of Learning & Teaching to direct, plan, implement, administer, monitor and maintain assigned special education programs; serves as a resource on special education curriculum and program operations to school personnel; maintains staffing to ensure that the program objectives are achieved within budget. The position provides support and technical assistance in the areas of special education leadership, program development, school wide change, school culture and professional learning community development as well as other duties assigned. Work in conjunction and interactively with General Education to develop and integrate a full spectrum of Special Educations services. Maintain compliance with State and Federal laws and regulations. Supervise and evaluate the performance of assigned personnel. Direct and oversee all District Psychological Services. This position is designated as a certificated management position and is part of the Management Leadership Team.

EXAMPLE OF DUTIES:

- Administers the planning, preparation, and implementation of district-wide curricula for special programs, and insures the articulation with the district course of study;
- Formulates and implements programs of staff development for Special Program personnel;
- Interviews and recommends personnel for employment in Special Programs;
- Provides consultant services to teachers and principals in Special Education;
- Formulates evaluation designs, implements the evaluation procedure and analyzes and interprets evaluation data for all Special Education programs;
- Assists in developing budgets for all Special Education programs;
- Assists teachers and administrators in the development and implementation of instructional strategies for students with special needs;
- Provides leadership and direction in the evaluation of all Special Education programs;
- Assists in the selection of materials, strategies and personnel;
- Prepares required reports for State and Federal governments, pertaining to Special Education programs;
- Supervises the articulation of Special Education programs curricula with the district adopted course of study;
- Collaborates and communicates with County Special Education Personnel/Services;
- Serves as a liaison with outside agencies;
- Coordinates all staff development and training for the Special Education staff, certificated and classified;
- Prepares and presents at due process hearings;
- Coordinates/facilitates SELPA IEP meetings;
- Manages/coordinates psychological services;
- Provides leadership and direction in district health services;
- Prepares and presents at Early Dispute Resolution (EDR) meetings;
- Prepares and regularly presents at parent meetings.

QUALIFICATIONS GUIDE**KNOWLEDGE OF:**

- Planning, organization and direction of all Special Education programs within the District;
- Budget preparation and control;
- Oral and written communication skills;
- Principles and practices of management;
- Applicable laws, codes, regulations, policies and procedures;
- Curriculum for Special Education programs;
- Counseling and testing programs for Special Education students;
- State and Federal legislation and related implementation requirements;
- State and Federal mandates regarding time lines and criteria for placement;
- Instructional methodology;
- Curriculum development and design;
- Psychology of learning;
- Effective administrative practices and techniques;
- Current research, principles and practices;
- Requirements of Consolidated Application programs.

ABILITY TO:

- Plan, organize and administer District/Site Special Education programs;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Analyze situations accurately and adopt an effective course of action;
- Work independently with little direction;
- Plan, schedule and organize work;
- Prepare comprehensive narrative and statistical reports;
- Supervise and evaluate the performance of assigned staff;
- Remain current on trends and developments in the Special Education field
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Work confidentially, with discretion and with staff, parents, students and community members;
- Organize workshops and professional development activities;
- Perform clinical supervision;
- Coordinate and organize effectively, meet deadlines, write grant proposals;
- Express enthusiasm and support for the Special Education programs in the District;
- Work with a diversity of individuals;
- Facilitate change in others by utilizing effective communication and group process techniques;
- Provide positive and pro-active leadership;
- Support the goals and objectives of the Superintendent, School Board and Cabinet;
- Ability to work cooperatively and proactively with all stake holder groups.

EDUCATION AND EXPERIENCE

A minimum of three years of highly successful School Principal experience, District Administrative experience, or SELPA administrative experience.

REQUIRED QUALIFICATIONS

Master's Degree from an accredited college/university.

LICENSES AND OTHER REQUIREMENTS

Possession of a valid California Administrative Services Credential

Possession of a Special Education Teaching Credential or Multiple Subjects/Single Subject Credential

CONDITION OF EMPLOYMENT

Insurability under the District's liability insurance carrier.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; and use hands and fingers to handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 20 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters with performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

BOARD APPROVED: **March 15, 2007**

REVISED: **April 2013**