

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: EXECUTIVE DIRECTOR OF SPECIAL EDUCATION

Classification:	Management	Work Year:	225 Days
Department:	Educational Services	Board Approval:	5/19/2022
Reports To:	Assistant Superintendent-Educational Services		
Salary Range:	Management Salary Schedule		

BASIC FUNCTION:

Review, monitor, plan, organize, direct and implement the functions of the Special Education Department for the purpose of implementing and maintaining student support service programs and services in conformance with district and state guidelines; managing the overall operation of the Special Education programs and services; providing written and/or conveying information; serving as a resource to schools and ensuring the objectives of the programs and services are achieved within budget guidelines, while implementing and supporting District goals and objectives.

REPRESENTATIVE DUTIES:

- Collaborate with a wide variety of internal and external groups (e.g. school administration and staff, county staff, regulatory organizations, etc.) for the purpose of implementing assigned programs and service and addressing organizational objectives.
- Compiles data from a variety of sources for the purpose of evaluating and/or developing programs, complying with the financial, legal and administrative requirements.
- Implement proactive measures to develop relationships with parents and other agencies for the purpose of developing cooperative educational plans.
- Develop long and short range plans and goals for special education.
- Support the Assistant Superintendent of Educational Services for the purpose of developing and implementing services and programs and achieving department and district goals.
- Supervise and evaluate the performance of assigned staff.
- Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff, District personnel, and the public.
- Prepare and maintain a variety of narrative and statistical reports, records and files.
- Communicate with other administrators, District personnel and members of the public to coordinate activities, resolve issues, and exchange information.
- Develop special education budgets and purchases.
- Supervise the identification, evaluation, and placement of students referred for special education.
- Supervise and assist in evaluation of student progress through coordinating academic, health, language, and psychological testing.
- Assist principals, assistant principals and special education teachers with student learning and behavior problems.
- Prepare applications, reports, and documents for submission to the Local, State and Federal Agencies.
- Supervise preparation of special education reviews.
- Monitor laws and regulations pertaining to special education responsibilities and devise required policies and procedures.
- Monitor laws and regulations pertaining to special education and develop written policies and procedures to follow legal requirements.
- Participate in special education programs with public and private organizations and agencies including County Office of Education and Special Education Local Plan Area (SELPA).
- Plan and organize District special education programs.
- Supervise implementation of Individual Education Plans (IEP's).
- Provide information, assistance, and counseling to parents of special education students through conferences and home visits.
- Assist with supervision and evaluation of special education staff in conjunction with site principals.
- Implement special education programs with other District programs.
- Assist in training of staff as related to special education.
- Represent the District in due process hearings and mediation.

- Attend regular Special Education Advisory Committee meetings.
- Coordinate district special education services with local and state, public and private organizations and agencies.
- Participate in other activities necessary to enable students and the District to accomplish objectives.
- Serve as the District's 504 coordinator.
- Perform other duties similar to the above in scope and function as required.

EDUCATION AND EXPERIENCE:

- Five (5) years of teaching experience;
- Three to five years increasingly responsible educational management experience preferred;
- A Master's degree in education or public administration or related field from an accredited university or college.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license or identification card;
- California Administrative Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Budget preparation and control;
- Oral and written communication skills;
- Principles and practices of management;
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies and objectives;
- Modern office management and procedures.

ABILITY TO:

- Lead, plan, organize, ~~control~~ and direct the functions of Special Education;
- Coordinate and work with professional staff, parents, and community groups;
- Assess effectiveness of programs;
- Develop, interpret and monitor division and program budgets and evaluate and compare costs associated with the delivery of services;
- Establish and maintain effective working relationships with the staff and the public,
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Implement management strategies based on evaluation data;
- Exercise judgement and discretion in interpreting and applying policies and procedures;
- Coordinate the completion of a number of tasks simultaneously in order to meet internal and external deadlines;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;
- Plan and organize work;
- Prepare comprehensive narrative and statistical reports;
- Supervise and evaluate the performance of assigned staff;
- Operate and use District business systems and equipment.

WORKING CONDITIONS:

ENVIRONMENT:

- General office environment.

LIGHT PHYSICAL EFFORT

- Normally located in a work environment with light physical qualifications and requirements.
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.