

MANAGEMENT JOB DESCRIPTION

**DIRECTOR OF SPECIAL EDUCATION AND PUPIL
SERVICES INSTRUCTION AND SUPPORT**

JOB SUMMARY:

Under the administrative direction of the Assistant Superintendent of Student Services coordinates all the programs and services for students with disabilities and ensures full compliance with federal and state laws pertaining to special education. Coordinates the Department's focus on literacy and professional development, parent-community advisories, site administration, coaching, and support. Devises systems that ensure that all students are provided a quality educational program that meets their individual needs and provides a meaningful benefit in the least restrictive educational environment.

ESSENTIAL JOB FUNCTIONS:

- Provides direction to Special Education Coordinators and special education programs in support of teaching and learning through special education services; coordinates with general education and encourages support of staff and community; and provides leadership in the development and implementation of special education programs in support of school sites.
- Oversees department functions related to establishing policies and procedures for administering services for assessment, identification, certification, establishment of priority, and placement of pupils in special education program schools and classes, including extended school year program.
- Directs development and preparation of budgets for all special education programs; analyzes and reviews budget and financial data; controls and authorizes expenditures in accordance with established policies; directs the implementation of a financial plan and process for funding support services; and facilitates planning and staff allocation.
- Makes recommendations regarding staffing needs for special education programs and assists in recruitment efforts.
- Maintains liaison with governmental agencies, regional agencies, and others related to special education services for pupils.
- Directs special education department interface with organizations, agencies, and other organizations for negotiation and development of interagency agreements.
- Provides leadership in the review of existing and pending legislation related to special education guidelines and District policies; recommends origination, modification, or support of legislative measures.

DIRECTOR OF SPECIAL EDUCATION AND PUPIL SERVICES INSTRUCTION
AND SUPPORT
PAGE 2

- Plans, organizes, analyzes data, and implements long- and short-term projects focused on literacy to enhance special education programs and services for pupils.
- Directs the preparation and maintenance of statistical and narrative reports; and records and files for special education functions and staff to ensure reporting requirements are met for federal and state agencies, District officials, and the Board of Education.
- Communicates with District administrators, agencies, organizations, and state and county Special Education Local Plan Area administrators to coordinate activities and programs, resolves issues and conflicts, and exchanges information related to special education laws, policies, and procedures.
- Represents special education divisions on state committees for special education issues, and communicates with community groups and other interested parties for special education.
- Develops policies and procedures to ensure effective and efficient management controls among Special Education Coordinators.
- Serves as District representative for dispute resolution in mediations and due process actions.
- Plans and coordinates continuing department staff training in special education laws and regulations, compliance issues, corrective actions, program development, and related functions.
- Serves as special education departmental resource for current research and trends related to special education; and responds to staff, parent, community, and media questions on issues related to special education.
- Coordinates development of training materials, manual, information bulletins, and other materials; and directs the preparation of funding application for new and existing grants and other funding sources, and for reimbursement requests ensuring compliance with funding requirements as appropriate.
- Selects, assigns, trains, and evaluates performance of assigned certificated and classified staff, including School Psychologists, Program Specialists, and Coordinators.
- Oversees and supervises professional development in the area of literacy for all special education programs.
- Supervises activities of School Psychologists and Speech Language Pathologists and provides guidance related to eligibility criteria for identifying students with disabilities.

DIRECTOR OF SPECIAL EDUCATION AND PUPIL SERVICES INSTRUCTION
AND SUPPORT
PAGE 3

- Seeks out and assists coordination of resources from Instructional Services and Support Division for planning, organizing, and facilitating Principal literacy trainings focused on improving special education students' academic instruction.
- Oversees the implementation of the Districtwide 5-year Strategic Plan for Special Education and Pupil Services.
- Coordinates the Special Education Extended School Year program for all special education students.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Application Credentials:**
 - Education Specialist – Mild/Moderate, and/or Moderate/Severe, or equivalent or Pupil Services-School Psychology
 - Administrative Service Credential
- **Training and Experience:**

Advanced degree in appropriate field (M.S. or Ed.D. or Ph.D.). Three to Five years of experience in special education administration. Experience in managing state programs and/or budgets is preferred. Evidence of leading Special Education programs, knowledge of Special Education federal and state laws and regulations, instructional background, leading staff development, and experience in the field of special education.

Management Salary Schedule: Range A
BOARD APPROVED: 08/21/07
02/21/24
03/04/25