



Job Description

POSITION TITLE:	Director III Special Education Student Programs and Services	JD#6361
SALARY PLACEMENT:	Administrative Council Salary Schedule Range 01	

SUMMARY OF POSITION:

Under the administrative direction of the Division Director of Special Education, the Director III provides advanced leadership, supervision, and support across multiple Special Education programs throughout San Joaquin County. This role combines operational oversight with strategic planning, assisting the Division Director in developing policies, implementing programs, and mentoring staff. The Director III also takes the lead on select complex projects and initiatives, ensuring program quality, compliance, and responsiveness to the needs of students, families, and district partners.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree, a valid California Teaching Credential in Special Education or a closely related field, and an Administrative Services Credential. Five years of progressive work experience in administration and staff supervision, with knowledge of current federal, state, and case laws and regulations regarding Special Education and four years' experience as an administrator in a school setting.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess an appropriate California Teaching Credential in the field of Special Education or special education related credential (e.g., California Pupil Personnel Services Credential, Clinical Rehabilitative Services Credentials, etc.), and a clear California Administrative Services Credential. Experience in supervising staff serving students with moderate to severe disabilities, low incidence disabilities, and related service providers. Progressively responsible experience in providing successful administrative leadership in Special Education. Knowledge of alternative dispute resolution strategies and current trends impacting special education. Experience in working with a variety of agencies and other community resources involved with students with disabilities and families. Demonstrate exceptional service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection
- budget management and fiscal oversight
- Special Education laws, policies, and compliance requirements at the federal and state level
- supervising certificated and classified staff, including direct support providers
- complaint procedures and legal due process proceedings
- basic elements involved in the teaching of Special Education students

Ability to:

- lead, mentor, and evaluate staff across multiple programs
- operate a computer
- implement policies and procedures in alignment with SJCOE and SELPA directives
- coordinate, facilitate, and conduct meetings, training, and professional development
- manage complex projects with minimal direction
- build relationships with districts, families, agencies, and community partners
- analyze data, interpret regulations, and make recommendations for operational improvements
- plan, organize, coordinate, and direct a variety of complex operations of a large county office of education, Special Education program

Possess:

- leadership and organizational skills to support Division Director initiatives
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

DISTINGUISHING CHARACTERISTICS:

The Director III represents Range 01 of the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires K-12 educational management experience.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Provide administrative leadership and support to the SJCOE regional Special Education programs.
14. Supervise, mentor, and evaluate assigned certificated and classified staff, providing guidance across multiple administrative levels.
15. Lead multi-site projects, initiatives, and program implementation efforts as assigned.
16. Collaborate effectively with school districts, parents, agencies, community organizations, students, and staff to enhance program effectiveness.
17. Assist in the development, implementation, and monitoring of program budgets and oversee fiscal functions.
18. Interpret and ensure compliance with State and Federal Special Education laws, regulations, policies, and contracts.
19. Develop, review, and implement policies, procedures, and processes in alignment with Division objectives.
20. Plan, coordinate, and conduct training, workshops, meetings, presentations, and staff development activities for staff, parents, and community partners.

21. Participate in program evaluation, improvement efforts, and the development of new or modified programs and procedures.
22. Represent the Division at local, regional, and state meetings, conferences, boards, councils, and other community events.
23. Prepare reports, analyze data, and make recommendations to support program planning, decision-making, and problem-solving.
24. Assist in the administration of department-related aspects of negotiated employee agreements.
25. Maintain confidentiality on sensitive matters concerning staff, students, and programs.
26. Communicate effectively both orally and in writing.
27. Build and maintain trusting, cooperative, and effective working relationships with staff, districts, parents, and community partners.
28. Work independently with little direction while meeting schedules, timelines, and deadlines.
29. Coordinate services and maintain liaison with referral agencies, contractors, and community partners.
30. All other duties as assigned.

ESSENTIAL LEADERSHIP QUALITIES:

1. Is committed to continuous personal and professional development. Values and promotes educational and professional learning opportunities for others.
2. Embraces challenges, learns from feedback, and encourages innovative thinking and risk-taking. Advocates for continuous improvement in processes, products, and services.
3. Inspires others. Leads with empathy and understanding, recognizes the human aspect of leadership, and actively seeks, recognizes, and incorporates diverse perspectives.
4. Commits to the highest personal and professional standards for oneself and others, ensuring accountability at all levels.
5. Actively listens to the needs and concerns of others, engages with genuine curiosity. Effectively guides discussions and group activities, ensuring productive outcomes. Actively works to empower others. Maintains confidentiality.
6. Communicates openly, effectively, and honestly both orally and in writing, fostering trust and motivation toward common goals. Ensures clear, precise, timely communication, particularly in goals, expectations, and feedback.
7. Manages one's emotions and those of others effectively.
8. Analyze situations accurately. Implements strategies that achieve goals, aligning team efforts with organizational values.
9. Builds a strong team culture, working effectively across departments to foster teamwork and mutual success.
10. Skillfully navigates change with confidence and composure.
11. Shows willingness to admit mistakes, share challenges faced and consistently demonstrates strong ethical values.
12. The ability to see that multiple perspectives and alternatives can coexist harmoniously rather than in conflict with one another. The ability to seek and explore a third alternative in which multiple perspectives come together.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position are required to work both indoors and outdoors in standard office and school environments. They will have direct contact with SJCOE and school district staff, students, parents, outside agency personnel, and the public. Employees may be required to work outside of normal workdays. This position requires

travel within San Joaquin County and, occasionally, to other locations within California or elsewhere in the United States.

4/6/2026 final sc