

MANAGEMENT JOB DESCRIPTION

SENIOR DIRECTOR OF SPECIAL EDUCATION AND PUPIL SERVICES INSTRUCTION AND SUPPORT

JOB SUMMARY:

Under the administrative direction of the Assistant Superintendent of Student Services, provides executive-level leadership, vision, and strategic direction to coordinate all programs and services for students with disabilities and ensures full compliance with federal and state laws pertaining to special education. Leads the integration of special education, pupil services, instruction, and multi-tiered systems of support (MTSS) to ensure coherence across the District. Coordinates the Department's focus on literacy, professional development, parent-community advisories, site administration, coaching, and support. Designs, implements, and evaluates districtwide systems of continuous improvement and accountability that all students are provided with a high-quality educational program that meets their individual needs and provides a meaningful benefit in the least restrictive educational environment.

ESSENTIAL JOB FUNCTIONS:

- Provides systemwide leadership and supervision to Special Education Coordinators and programs in support of teaching and learning; aligns special education with general education, curriculum, and instructional initiatives across the District; and provides leadership in the development, implementation, and scaling of innovative, evidence-based practices 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 including extended school year program; ensures equitable access, compliance, and consistency across all sites through monitoring systems and data analysis.
- Directs development and preparation of budgets for all special education programs; analyzes and reviews budget and financial data; controls and authorizes expenditures; and strategically allocates resources to maximize student outcomes, cost efficiency, and program effectiveness across the District.
- Makes recommendations regarding staffing needs and provides executive oversight for recruitment, selection, retention, and succession planning for specialized personnel.
- Maintains liaison with governmental agencies, regional agencies, and others; represents the District at the county, state, and regional levels to influence policy, funding, and program development.
- Directs department interface with organizations and agencies, and for negotiation and development of interagency agreements; leads complex negotiations and partnerships to expand services and support for students and families.

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- Provides leadership in the review of legislation; analyzes and interprets policy implications, advises executive leadership, and advocates for legislative priorities aligned with District goals.
- Plans, organizes, analyzes data, and implements long- and short-term projects focused on literacy; leads districtwide instructional improvement efforts to close achievement gaps for students with disabilities.
- 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; establishes and oversees districtwide data systems and reporting frameworks to monitor program effectiveness, ensure compliance, and drive strategic decision-making; analyzes and interprets data to identify trends, inform continuous improvement efforts, and provide actionable insights to executive leadership and the Board of Education.
- Communicates with District administrators, and agencies; facilitates cross-divisional collaboration and alignment of service across instruction, student services, and support systems.
- Represents special education divisions on state committees; serves as a recognized leader and expert influencing regional and statewide initiatives.
- Develops policies and procedures; ensures organizational coherence, standardization, and continuous improvement across all programs.
- Serves as District representative for dispute resolution; provides executive leadership in complex legal matters, mediation, and due process, ensuring risk mitigation and compliance.
- Plans and coordinates staff training; establishes a comprehensive professional learning system aligned to District goals, instructional priorities, and legal requirements.
- Serves as departmental resource for research and trends; drives innovation by integrating current research, evidence-based practices, and emerging trends into District programs.
- Coordinates development of training materials and funding application; secures and oversees grants and external funding to expand and sustain programs.
- Selects, assigns, trains, and evaluates staff; provides executive supervision of multidisciplinary teams, including School Psychologists, Program Specialists, and Coordinators, ensuring high performance and accountability.
- Oversees literacy professional development; ensures alignment with core instruction, intervention systems, and Districtwide academic priorities.
- Supervises School Psychologists and Speech Language Pathologists; ensures consistency and fidelity in assessment, eligibility, and service delivery practices across the District.

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- Seeks out and coordinates resources; integrates services across divisions to support Principals and site leaders in improving instructional outcomes for students with disabilities.
- Oversees the implementation of the Districtwide 5-year Strategic Plan; provides strategic leadership, monitoring, and evaluation of progress toward key performance indicators and outcomes.
- Coordinates Extended School Year program; ensures program quality, compliance, and alignment with student needs and District goals.
- Performs other duties as assigned; including leading special projects and initiatives as directed by executive leadership.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Application Credentials:**
 - Education Specialist – Mild/Moderate, and/or Moderate/Severe, or equivalent or Pupil Services-School Psychology
 - Administrative Service Credential
 - Five (5) years of experience in special education administration required, with a minimum of three (3) years in an elementary school environment
- **Training and Experience:**

Advanced degree or higher degree in related field. Five years of experience in special education administration. Experience in managing state programs and/or budgets is preferred. Evidence of leading Special Education programs, systemwide initiatives, and cross-functional teams; knowledge of federal and state laws; instructional background; leading staff development; and experience in the field of special education. Demonstrated success in strategic planning, organizational leadership, and improving student outcomes at scale is highly desirable.

Cabinet Salary Schedule:
BOARD APPROVED: 5/7/26