

Laguna Beach Unified School District
Job Description: **DIRECTOR, SPECIAL EDUCATION**
(Certificated Management)

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Instructional Services, the Director, Special Education plans, organizes, directs, and administers the District's Special Education programs, preschool and school readiness program, and psychological services. The Director, Special Education collaborates with central office personnel and all school sites to ensure all state and federal guidelines regarding services to students with disabilities are implemented. The position requires vision for planning and leadership necessary for the implementation and evaluation of special education programs and services.

ESSENTIAL DUTIES:

- Provides administrative leadership and direction for Special Education programs for all eligible students, both public and non-public, to insure compliance with federal and state regulations.
- Supervises psychological services, Preschool, School Readiness, Workability and Transition Partnership Program and all itinerant staff including contracted providers and assigned clerical staff.
- Promotes ongoing collaboration and consultation with teachers, psychologists, counselors, specialists and administrators regarding articulation and alignment of Special Education curriculum with core curriculum and instructional support for students with disabilities.
- Participate with federal, state and community agencies, the county office of education, SELPA and other organizations to establish and maintain services and partnerships.
- Encourages parent participation within the special education community, administers the parent mentor program, and collaborates with the Special Education Community Advisory Committee (CAC).
- Administers all budgets and contracts for special education programs, including grants.
- Maintains records and monitor all federal and state compliance items related to Special Education assessments, individualized education plans, and student services.
- Develops and submits applicable reports.
- Coordinates various enrichment programs for eligible students
- Consults with other agencies and professionals, both private and public, regarding individual students and special education programs.
- Coordinates the District and contracted mental health services for students with educationally-related mental health needs.

- Provides case management coordination for students placed in non-public schools and residential treatment centers.
- Administers Medi-Cal reimbursement program.
- Provides special education-related staff development and parent education activities in conjunction with the Instructional Services department.
- Interview and recommend employment of new personnel.
- Observe and monitor employee performance, and prepare regular performance evaluations.

OTHER REPRESENTATIVE DUTIES:

- Participates in parent education meetings, PTA meetings, and other community groups.
- Participation in District, SELPA and County leadership and other appropriate meetings.
- Prepare and present professional development for District and site staff on assessment administration requirements.
- Keep abreast of changing State assessment and reporting requirements
- Attends School Board meetings.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Federal and state laws pertaining to special education.
- Current instructional programs and curriculum for general and special education students including students at risk for academic failure.
- Research based programs and interventions
- Principles and practices of supervision and management of personnel.
- Principles of educational psychology and student growth and development.
- Instructional materials and strategies.
- Appropriate interpersonal style and methods to guide individuals toward task accomplishments.
- Leadership skills in facilitating group processes, including consensus building and conflict resolution.
- Budget preparation and implementation.
- District policies and procedures, goals and objectives, organizational structure and functions and negotiated contracts as these affect general and special education.

Ability to:

- Communicate effectively with parents, other district personnel, colleagues and community representatives, both individually and as a group.

- Make formal public presentations.
- Compose and comprehend written communication.
- Work successfully with a diverse population of students, parents, and staff
- Observe and evaluate personnel effectively.
- Travel to other sites/locations.

MINIMUM QUALIFICATIONS:

Credential:

Possession of a valid California Administrative Credential authorizing services as an elementary and secondary level administrator.

Education:

Master's degree emphasizing educational psychology, learning theory, special education and/or pupil support services, including all courses needed to meet credential requirements.

Experience:

At least three (3) years successful administrative experience in pupil services, special education, and/or a SELPA. Successful classroom teaching and/or counseling/psychological experience is required.

Special licenses/certifications:

Possession of a valid California Motor Vehicle Operator's license.
Insurability by the District's liability insurance carrier.

WORKING CONDITIONS:

Environment:

- Indoor office environments.
- Mild to moderate noise levels.
- Frequent travel to school sites, off-site facilities, and occasional out-of-state travel.

Physical Requirements:

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 required to demonstrate:

- Ability to frequently sit; stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Ability to occasionally lift and/or move up to 15 pounds.

- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for purposes of reading documents, spreadsheets, diagrams, labels, and other printed matter.
- Ability to communicate, hear, and understand speech at typical levels in person and on the telephone.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.