

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Executive Director, Special Education	REPORTS TO:	Superintendent
DEPARTMENT:	Special Education Programs Division	CLASSIFICATION	Certificated Management
FLSA:	Exempt		
REVISED:	November 8, 2016	SALARY GRADE:	044

BASIC FUNCTION:

Plan, organize, manage and direct the daily operations of assigned programs and operations of the Special Education Programs Division; review, develop, implement, and communicate district-wide policies and procedures to ensure compliance; conduct research, analyze data, and prepare statistical reports to support and implement best practices; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Provide leadership in the design and implementation of district-wide special education initiatives, and assist in planning programs, policies, and goals for the division including establishing and maintaining high standards of performance for staff. *E*

Plan, organize, control and direct the development and implementation of the District-wide Special Education Program initiatives, systems and operations. *E*

Plan, organize, develop and implement services to schools and central offices; provide District-wide leadership and technical expertise in planning and developing instructional strategies for use in classrooms to enhance student learning. *E*

Represent the Special Education Programs Division to the Board of Education. *E*

Provide leadership and direction for training of Area Superintendents, site administrators, department heads and teaching staff in legal requirements for special education. *E*

Develop and prepare annual budget; analyze and review budget data, control and authorize expenditures in accordance with established limitations. *E*

Review existing and pending legislation related to procedural guidelines and the District's educational initiatives and recommend origination, modification, or support of legislative measures. *E*

Review appropriate legislation to assure District compliance with laws and procedures and make recommendations on changes which may result in more efficient operation of the District. *E*

Develop, update, and revise policies and procedures related to assigned functions; and interpret district policies, procedures and state laws governing student suspensions and expulsions to parents and site administrators. *E*

Plan, organize and implement short and long-term programs and activities designed to develop program and services. *E*

Develop and present reports to the Board of Education, executive committee and principal groups. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: master's degree in public administration, education administration or related field, and seven years of progressively responsible experience in educational administration.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential

Valid California Administrative Credential

Valid California driver's license

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State-of-the-art theories, techniques and methodologies of instruction and district operation.

Principles and techniques of budget preparation and control.

Principles and practices of administration, supervision, and training.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills, using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and administer assigned programs and functions.

Provide leadership and direction to assigned functions.

Perceive organizational implications of recommendations and decisions.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Meet schedules and timelines.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Present information in a variety of settings including Board of Education meetings and other meetings with executive level district staff.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment and driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects.

Issued: 8.01.02

Revised 7.14.08

Job Code 1120

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