SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Special Education Compliance Officer

REPORTS TO: Chief Human Resource Officer

DEPARTMENT: Human Resources

CLASSIFICATION: Certificated Management

FLSA: Exempt

SALARY GRADE: 034

ISSUED: December 11, 2018

BASIC FUNCTION:

Plan, organize, control and direct the implementation of program goals for special education support services including facilities planning and staffing allocations; supervise and evaluate assigned certificated and classified personnel.

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

Plan, organize, and control the allocation of staff resources based on individual pupil needs. E

Provide direction to principals, special education teams and special education programs in support of teaching and learning through special education services; coordinate with general education and encourage support of staff and community. E

Maintain, analyze and review budget and financial data; control and authorize expenditures in accordance with established policies and direct the implementation of a financial plan and process for funding support services, facilities planning and staff allocations. E

Direct teams and support services including position control. E

Maintain liaison with the Special Education and Finance Division and others related to special education services for pupils. E

Provide leadership in the review of existing and pending legislation related to special education guidelines and district policies; recommend origination, modification, or support of legislative measures. E

Plan, organize and implement long and short-term projects to enhance programs and services to pupils. E

Direct the preparation and maintenance of a variety of statistical and narrative reports, 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. E

Communicate with district administrators, and other agencies and organizations, and state and county SELPA (special education local plan area) administrators to coordinate activities and programs, resolve issues and conflicts, and exchange information. E

Develop policies and procedures to ensure effective and efficient management controls. E
Select, assign, train and evaluate performance of assigned certificated and classified staff.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination equivalent to: master’s degree supplemented by seven years of teaching and supervising experience in special education or as a school psychologist; a special education teaching credential is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Administrative Services Credential authorizing service in grades K-12.
Valid California driver’s license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
State-of-the-art theories, techniques and methodologies of instruction and school operation.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

**ABILITY TO:**
Provide leadership and direction to special education programs.
Plan, organize and administer special education programs/departments for the district.
Train and evaluate the performance of assigned staff.
Review existing and pending legislation related to procedural guidelines for the district’s special education programs and recommend origination, modification, or support of legislative measures.
Maintain current knowledge of applicable provisions of applicable federal, State and district laws, rules and regulations.
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.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Office environment and driving a vehicle to perform work.

**PHYSICAL ABILITIES:**
Hearing and speaking to exchange information in person and on the telephone; 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.