

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director , Special Education	REPORTS TO:	Executive Director, Special Education
DEPARTMENT:	Special Education	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	034
REVISED:	July 23, 2010		

BASIC FUNCTION:

Direct efforts in the development and implementation of program goals for special education support services including facilities planning and allocation, curriculum, and staff development; plan, organize, control and coordinate services provided by special education program managers and special education support programs; supervise and evaluate assigned certificated and classified personnel.

REPRESENTATIVE DUTIES:

Provide direction to 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; provide leadership in the development and implementation of special education programs in support of school sites. *E*

Oversee department functions related to establishing policies and procedures for administering services for assessment, identification, certification, establishment of priority and placement of pupils in special education program schools and classes including extended school year program. *E*

Direct development and preparation of budgets for all special education programs; 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 special education programs, teams and support services including position control. *E*

Assist the Executive Director, Special Education in planning programs, and goals for the division and maintaining high standards of performance in the conduct of division responsibilities; act as executive director in his/her absence. *E*

Maintain liaison with governmental agencies, regional agencies, and others related to special education services for pupils. *E*

Direct special education departments interface with organizations, agencies, and other organizations for negotiations and development of interagency agreements. *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 special education 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 within the special education departments. *E*

Represent special education division on national and state committees for special education issues, and communicate with community groups and other interested parties for special education. *E*

Plan and coordinate continuing department staff training in special education laws and regulations, compliance issues, corrective actions, program development and related functions. *E*

Serve as special education departmental resource for current research and trends related to special education, and respond to staff, parent, community, and media questions on issues related to special education. *E*

Coordinate development of training materials, manuals, information bulletins and other materials; direct the preparation of funding applications for new and existing grants and other funding sources and for reimbursement requests ensuring compliance with funding requirements as appropriate. *E*

Select, assign, train and evaluate performance of assigned certificated and classified staff. *E*

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.

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