SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Site Special Education Administrator  REPORTS TO: Assigned Supervisor

DEPARTMENT: Special Education Division  CLASSIFICATION: Certificated Management

FLSA: Exempt  SALARY: Site Administrator Salary Schedule

REVISED: November 1, 2010  AASD Represented

BASIC FUNCTION:

Serve as supervisor for assigned program services or at an assigned site in the area of special education.

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

Lead and organize program services for an assigned service area or at an assigned site for the special education department and implement a quality professional development program. E

Lead and supervise instruction in special education for assigned services or at a site. E

Support and coach teachers to improve instructional practices and monitor the achievement of students within the program area. E

Work in classrooms on a daily basis to observe teachers and conduct demonstration model lessons. E

Meet and plan with teachers on an ongoing basis. E

Act as site liaison to the Special Education Department. E

Develop and coordinate a yearly site schedule for IEP meetings and monitor compliance with timelines. E

Participate in a monthly meeting with the principal to provide ongoing assistance and collaboration. E

Develop a schedule for administrative representation at IEP meetings. E

Monitor implementation of services documented on IEPs. E
Support all staff to ensure use of the on-line IEP process.  E

Ensure site compliance with special education law and procedures relating to disciplinary issues and behavior support plans. E

Coordinate special education paraeducators’ schedules and duties to best meet the needs of all students at the site, including deployment during absences and emergency situations. E

Determine a process that ensures each student with an IEP has an assigned case manager. E

Provide staff development and training on curriculum, strategies, and best practices, as well as the material in the district’s Inclusion Support Manual. E

Ensure that all members of the staff who work with a special education student have read and understand the student’s current IEP goals and summary. E

In concert with the Special Education Director, program manager and/or site principal, evaluate teachers within program area. E

Participate in ongoing centrally-provided professional development activities. E

Develop and oversee implementation of an articulation/matriculation schedule for returning and incoming special education students. E

Supervise the individual development of class schedules for special education students. E

Participate in regular meetings with Central Office Special Education Department staff. E

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination equivalent to three years of classroom experience; must hold a credential authorizing services to special education students. A background in psychology or clinical and/or rehabilitative services is acceptable.

LICENSES AND OTHER REQUIREMENTS:

Possession of Administrative Services Credential or willingness to concurrently earn this credential through participation in an administrative internship credential program while in the assignment. An administrative certificate, credential, permit, or proof of eligibility for an administrative intern permit from an approved university must be on file with the Human Resource Services Division prior to starting the assignment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Effective, research-based strategies, theories, techniques, and methods of instruction in subject area.
Curriculum development and training.

ABILITY TO:
Coach others.
Make presentations and deliver professional development in subject area.
Communicate effectively both orally and in writing.
Work independently with little direction.  
Plan, organize, and manage work.  
Evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Indoor; classroom environment.

**PHYSICAL REQUIREMENTS:**  
Hearing and speaking to exchange information and make presentations; seeing to read, and write reports; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 11.01.10  
Job Code 1363  
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