

ASSISTANT DIRECTOR OF SPECIAL EDUCATION**DEFINITION:**

Under the direction of the Director of SELPA and Student Support Services, assumes responsibility for district Special Education programs and services in accordance with adopted policies and regulations which are consistent with state and federal mandates. The Assistant Director also provides support and direction to site level administrators in fulfilling their responsibilities regarding on-site Special Education programs. Provides support and direction in special education due process and California Department of Education compliance activities.

QUALIFICATIONS:**Credential:**

- Possession of a California Administrative Credential
- Possession of a valid California teaching or other related services credential

Experience:

- A minimum of three years credentialed experience and three years administrative experience preferably with emphasis on working with Special Education programs

Education:

- Master's Degree, preferably in a Special Education field

Other:

- A valid California driver's license

KNOWLEDGE OF:

- State and federal regulations pertaining to Pre K-12+ Special Education programs including the ability to interpret and apply rules, regulations, and standards to public schools
- Effective staff and public relations
- Verbal and written communication skills
- Planning and organizational techniques

DISTINGUISHING CHARACTERISTICS:

The ability to:

- Work with changing priorities, regulations, and deadlines
- Analyze situations accurately and to recommend necessary action
- Perform essential job functions and job task requirements
- Be an effective team member
- Implement district-wide management systems
- Demonstrate skills collaborating with teachers and administrators

TYPICAL DUTIES AND RESPONSIBILITIES:

- Assures Special Education program compliance with state and federal laws, the SELPA Local Plan and District policy and procedures manual
- Works with parents and investigates complaints or concerns. Implements and directs an information system to parents regarding Special Education student rights, responsibilities and expectancies, including due process procedures
- Provides assistance to the Director of SELPA and Student Support Services, to develop policy and program recommendations relative to recommendations for improvement, instruction, curriculum, due process, compliance and other needs for Special Education students
- Supervises Special Education programs, services, placements and planning, instructional programs, psychological services and related services
- Coordinates the assignment of Special Education personnel, facilities, and special supplies
- Coordinates and provides direction to the staff regarding the identification, placement, and evaluation of Special Education students and programs
- Participates in the development and implementation of District approved curriculum programs as they relate to the needs of Special Education students

- Coordinates with the Director of SELPA and Student Support Services to plan and implement Special Education in-service and training in Special Education procedures and other programmatic and legal issues
- Provides guidance for all Special Education placements in other SELPAs, County programs or other restrictive settings
- Participates in district, county and state activities designed to improve Special Education
- Supervises the planning and implementation of the Extended Year Program for Special Education
- Assists in the recruitment, selection and assignment of Special Education personnel. Interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions. Supervises and evaluates Special Education Coordinator(s), Program Specialists, speech personnel, school psychologists and other assigned Special Education staff and/or coordinates with Special Education Coordinator and Behavior Analyst to supervise staff members, certificated and classified
- Conducts monthly Special Education staff meetings to direct and coordinate the District-wide implementation of Special Education programs and policies
- Coordinates with Director of SELPA and Student Support Services, to recommend and supervise a budget for Special Education programs and services which meets District policies and Education Code requirements
- Provides input to the Director of SELPA and Student Support Services, for the development of educational specifications for proposed Special Education facilities
- Assists with the interfacing of Special Education programs as they relate to regular programs, testing, discipline and expulsion processes, transportation and the mission of the District
- Maintains current knowledge of special education laws, regulations, processes and procedures as it applies to maintaining legally compliant services to special education students including monitoring and implementation of settlement agreements and California Department of Education corrective actions
- Provides technical assistance to and addresses problems related to special education program implementation at school sites
- Serves as chairperson of the IEP team for Special Education students who need Alternative Dispute Resolution strategies
- Ensures a process to work with the parents of all transferring-in Special Education students and makes school placements or referrals to appropriate District programs
- Regularly visits school sites and conducts walk-through of special education classrooms to assist principals and other administrators in special education instruction
- Works directly with nonpublic school directors in the placement, transportation, discipline, and return of Special Education students in nonpublic programs
- Communicates and interacts with community agencies and organizations as a representative of the Special Education programs of the District, to coordinate activities and programs and resolve issues and conflicts
- Participates on Student Support Services and District leadership teams
- Performs other duties as assigned by the Director of SELPA and Student Support Services

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employee in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.