

**DIRECTOR II
(SPECIAL EDUCATION)****DEFINITION:**

Under the direction of the Assistant Superintendent for Instruction, serve as the chief Special Education officer of the District, to include the supervision of special education programs and services; and under the general direction of the Special Education Local Plan Area (SELPA) Governance Council to serve as the Director of the SELPA, to include the management, supervision, and coordination of the activities of the SELPA as defined in the Local Plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide leadership and supervision for all aspects of Special Education.
- Supervise and evaluate special education Program Specialists, SELPA staff, Speech and Language Pathologists, and other staff.
- Oversee the supervision and evaluation of District Psychologists, Occupational and Physical Therapists, and Adaptive Physical Education Teachers.
- Provide overall direction to the District's Special Education program to meet the needs of children with special needs; ensure provision of LRE by maintaining appropriate and varied service delivery models in the District, including the piloting of new service delivery models.
- Provide overall direction and leadership to the District's Home/Hospital Program; assign and supervise home/hospital teachers.
- Assist in the recruitment, selection and assignment of Special Education personnel to the school sites in collaboration with Personnel, Instructional Services, and site administrators.
- Act as Secretary to the SELPA Governance Council, coordinating the implementation of the SELPA Local Plan and the distribution of resources as directed by the Governance Council.
- Work with the SELPA Governance Council in the development and modification of legislation; provide members of the SELPA with current information regarding laws and regulations; and ensure on-going compliance with state and federal laws.
- Participate in Due Process Hearings, Mediations and Resolution Session conferences, and attend IEP's as needed.
- Coordinate the development of waivers, NPS/Agency contracts, MIS and fiscal reporting requirements.
- Provide guidance for all student placements outside of the District and/or in other restrictive settings; oversee all nonpublic school and nonpublic agency placements, invoicing, payments and services rendered from these sources.
- Oversee the design, implementation and evaluation of a professional development program that addresses identified needs in all areas of responsibility; collaborate with other District departments to develop and coordinate professional development goals and efforts.
- Assist in the development, implementation and monitoring of budgets related to all areas of responsibility.
- Coordinate and ensure the submission of all state and federally required reports, including compliance and state quality assurance program reviews.
- Monitor fiscal and program evaluation for the District and the SELPA to determine effectiveness and ensure compliance with special education laws; recommend appropriate corrective actions, when necessary.
- Provide leadership and support to the Community Advisory Committee (CAC).
- Foster collaboration and communication among Special Education staff and services; promote integration with the general education program of all Special Education programs; and support District-wide goals.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Current laws, regulations, policies, funding, procedures and current trends and practices as they relate to special education programs, and SELPA Governance and services.

Ability to:

Plan, organize and direct complex programs of special services; direct, develop and evaluate staff; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; assume a leadership role in working with in-district, in SELPA, and out-of-district/SELPA constituencies and agencies; establish and maintain records; establish and maintain cooperative working relationships.

Experience:

Three years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

A Master's degree from an accredited college or university.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Valid California credential authorizing service in pupil personnel services and child welfare and attendance or special education and administrative credential, and possession of a valid California driver's license.

Board Approved: July 10, 2012

Board Approved: July 16, 2013