

SPECIAL EDUCATION SCHOOL SITE SPECIALIST**DEFINITION:**

Under the direction of the Director of Special Education, serve as an educational leader and chief executor of a special education school and as coordinator of assigned District wide special education programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide leadership for long-range program planning, instruction, implementation and evaluation for the site programs; be responsible for assuring that pupils have a full educational opportunity.
- Provide leadership for professional development for certificated and classified staff.
- Take responsibility for and oversee site and District projects and programs as assigned.
- Keep staff informed of laws and regulations and monitor compliance issues; assist in the preparation for and participation in mediation and due process hearings; assist in compliance investigations.
- Assist special education personnel in implementing and coordinating the services in the Individualized Education Program (IEP) to insure the Least Restrictive Environment, which includes participating as a member of the IEP team, as necessary.
- Screen, select, assign, supervise, and evaluate performance of certificated and classified staff members; motivate employee performance and enhance morale.
- Maintain liaison with District student services personnel including all Designated Instructional Support (DIS) providers; provide supervision to DIS personnel as assigned.
- Supervise student enrollment, records, attendance and health requirements.
- Maintain effective community relations, including the establishment of positive community partnerships.
- Serve as the primary source of information for the school community; initiate and implement communication with parents.
- Direct the entire operational effectiveness of the school; plan, supervise and direct the business operation of the school in accordance with District policy and procedures.
- Oversee site budget planning and expenditure control process.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Federal and State laws regarding special education; compliance issues conducted by Federal, State and local agencies; effective programs, resources and training for teachers of students with exceptional needs; child development; procedures, methods and strategies pertaining to the administration of site programs; State standards, curriculum and instruction; school safety, discipline and supervision; Education Code, local policies, and State and Federal laws relating to minors; technology; contract management; methods and procedures of supervision and evaluation; current educational theories and practices.

Ability to:

Plan effective professional development activities and programs; work with a variety of outside agencies; communicate effectively, both orally and in writing; establish and maintain effective working relationships; plan, organize and direct school operations; demonstrate effective leadership; manage, supervise, motivate and train personnel; analyze problems and issues and develop appropriate solutions; understand and carry out directions with minimal supervision; manage multiple tasks.

Experience:

Three years of successful professional experience in special education in a school setting with diverse populations. Experience as a school psychologist, behavior intervention specialist or speech and language pathologist preferred.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

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

Licenses/Credentials:

Valid California Special Education Credential, Pupil Personnel Services Credential, or Speech and Language Credential; valid Administrative Credential; and valid California Driver's License.

Board Approved: June 24, 2014