

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: *Director of Special Education*
WORK YEAR: *217-day*

JOB DESCRIPTION:

Under the direction of the Superintendent, is directly responsible for the administration of special education services in the district. This position is responsible for consultation and coordination with the county office of education, other SELPAs, parents, teachers, and with other administrators. The Director provides leadership in the planning, developing, implementing, supervising, and evaluating special education programs, policies, and services. Incumbent is responsible for maintaining communication with legal counsel to ensure adherence to appropriate state and federal laws, regulations, policies and codes as they relate to special education services.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the classification but is intended to accurately reflect the principle job elements.)

- Directs and supervises the special education program and delegates duties and assignments as appropriate (E)
- Plan, direct, coordinate, and implement special education programs in the District, including school health programs; direct the implementation of special education curriculum; Special Education Local Plan Areas (SELPA) function in accordance with applicable laws and regulations. (E)
- Coordinates the development, monitoring, and revision of a multi-tiered system of support (MTSS) to assist site administration and personnel in the development of effective Student Study/Success Team (SST) procedures, instruction and intervention for students in general education.(E)
- Develop a policies, procedures and guidelines handbook for Special Education which provides a clear vision and mission as to the purposes and goals for the special education program and provide clarity and guidance for administrators, teachers, paraprofessionals, parents and students regarding the entire program. (E)
- Monitor and evaluate special education activities, methods, and procedures; recommend, within District policy, appropriate service and staffing levels. (E)
- Oversees IEP management and attendance/participation (E)
- Attends county and district meetings as needed to promote successful special education practices in the district (E)
- Serve as liaison for the District, regarding special education programs; respond to and resolve sensitive and controversial issues. (E)
- Develop processes to review data trends on incidence of disabilities, by type, on an annual basis to be proactive in determining which programs and services are needed to best support the student populations and determine areas of cost

savings and proactively manage its Special Education annual Maintenance of Effort (MOE) to ensure annual requirements are met, which includes overseeing SPED numbers for appropriate student identification. **(E)**

- Provide training and monitoring on the IEP process, through an inclusive lens (instructional framework) **(E)**
- Participate in the administration of the special education program budget; monitor expenditures; implement adjustments. **(E)**
- Coordinates with SELPA to manage services for students in SELPA programs, other public school programs, and private school programs. **(E)**
- Directs, and supervises the special education program and delegates duties and assignments as appropriate. **(E)**
- Monitors and evaluate special education activities, methods and procedures; recommend, within District policy, appropriate service and staffing levels. **(E)**
- Supervises the organization, operation and assignment of special education services (Special Day Classes, Resource Specialist Program, Designated Instructional Services, non-public school students, home and hospital instruction and other programs as assigned. **(E)**
- Assists in the hiring process to employ fully qualified certificated and classified special education staff **(E)**
- Participate in the administration of the special education program budget; monitor expenditures; implement adjustments. **(E)**
- Assists school administration with the evaluation of special education staff assigned to the schools. **(E)**
- Provides staff development activities to promote and maintain high levels of expertise and the ability to work productively with special education students **(E)**
- Development of high-expectations as well as capacity building for all staff on designing lessons to address the diverse needs of students in the general education class, in order to increase inclusive practices. **(E)**
- Coordinates with SELPA to manage services for students in SELPA programs, other public school programs, and private school programs **(E)**
- Coordinates with SELPA to develop policies and procedures **(E)**
- Works effectively with parents and advocates for Special Education students. **(E)**
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

Knowledge of

- Laws and regulations relating to special education
- Policies and objectives of SELPA programs and activities

- Intervention models
- Learning theories, human needs curriculum development and motivation theory
- Staffing organization, selection and supervision of special education personnel
- SELPA operations and costs of special education

Ability to

- Maintain cooperative and harmonious relationships with the public, administration, and site staff
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of district/department goals
- Design and implement sound special education program operating systems and procedures
- Understand, interpret and apply laws, rules, and regulations as they apply to special education in the district
- Prepare clear and concise reports, manuals, and written instructions
- Plan, organize, and coordinate the work of the department staff
- Communicate clearly and concisely, both orally and in writing
- Train special education staff
- Establish and maintain effective working relationships with outside agencies in the course of work to provide special education services
- Read, write and speak correct English
- Maintain confidentiality and engender trust
- Maintain cooperative and harmonious relationships with the public, administration and site staff
- Attends county and district meetings as needed to promote successful special education practices in the district

PHYSICAL

- Standing/Walking: Frequently; throughout office and school areas.
- Sitting: Frequently; at desk or computer while completing paperwork, keyboarding, answering phones, etc.
- Lift/Carry: Frequently, 1-5 lbs.; paperwork, files, supplies, materials. Occasionally, lifts up to 20 lbs. records, supplies.
- Push/Pull: Occasionally, 5-10 lbs. force; opening drawers and doors.
- Climbing: None. • Bending/Twisting: Frequently; at waist/knees/neck while working at desk or moving from seated to standing position.
- Kneeling/Crouching: Rarely; while handling materials on lower file drawers/shelves.

- Hands/Arms: Constant use of both hands/arms in reaching/handling/grasping/fingering/keyboarding while performing administrative tasks throughout the work shift.
- Sight: Constantly; in reading, sorting, identifying text materials, etc.; visual requirements include visual acuity in near- and mid-range vision.
- Speech/Hearing: Frequently; in answering questions and determining needs of staff and students both in person and over phone.

MENTAL

- Must be able to work harmoniously with staff, supervise assigned staff, students, and others.
- Must be able to work independently, adapt to work routine, and complete all tasks as assigned.
- Ability to comprehend safety regulations
- Must be able to read, write and speak English, perform basic mathematical calculations.

WORKING CONDITIONS

Location: Office environment and travel to district sites

EMPLOYMENT STANDARDS

Licenses/Certificates

- Valid California teaching credential or pupil personnel services credential (Special Education Desirable)
- Valid California credential authorizing service as an administrator
- Valid California driver's license, with proof of auto insurance
- Three (3) years' experience with special education programs and services to students
- Private, personal transportation

Salary Placement: *Placement on Management Salary Schedule; Range 1(a)*

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: 3/7/2024