

SANTEE SCHOOL DISTRICT

DIRECTOR OF SPECIAL EDUCATION

JOB SUMMARY:

The Director of Special Education under the direction of the Director of Educational Services, assists in the operation and administration of Special Education programs, and psychological services. Performs other responsibilities and duties as assigned by the Director of Educational Services.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Recommends policies and compliance procedures essential to the needs of special education children in accordance with state and federal special education law.
- Keeps informed of legal requirements governing special education programs
- Coordinates federal, state, county, and interdistrict special education programs and contracts.
- Establishes procedures for assessment, placement, evaluation, assignment and review of students with regard to the continuum of special education services.
- Assists in the recruitment, selection and recommendation for hiring of special education personnel.
- Responsible for compiling, maintaining and filing of reports, records and other documents legally required or administratively useful.
- Recommends procedures and eligibility criteria for admission to special education programs and services in accordance with state and federal requirements and district policies. Ensures that students are admitted to these programs in accordance with established procedures and criteria.
- Develops and maintains complete and cumulative individual records of all children receiving special education services.
- Arranges for the transportation of special education children whose IEP's stipulate the need for such service.
- Develops budget recommendations and provides expenditure control on established budgets for special education.
- Assists with the interpretation of the objectives and programs of special education to the Board, administration, staff and public.
- Assists staff and parents in resolving issues of concern.
- Interprets policy, procedure and special education law to parents and staff.
- Guides district schools in the development of legally required special education rules and regulations and provides advice regarding the California Education Code.
- Coordinates the placement and evaluation of individualized educational programs for special education students in nonpublic schools. Coordinates the development of contracts for nonpublic school placements.
- Plans programs, coordinates curricular resources, and evaluates the effectiveness of programs for individuals with disabilities and exceptional needs.
- Develops an annual staff development plan for special education, which provides for the needs of teachers, administrators, assistants and parents.

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EXAMPLES OF DUTIES AND RESPONSIBILITIES (continued):

- Builds a budget to fund the plan.
- Provides staff coordination in the areas of core curriculum and adaptations to the curriculum for special education students.
- Develops, coordinates and evaluates a parent education and involvement program.
- Supervises and conducts evaluation of assigned special education personnel and assists site administrators with the evaluation of site special education personnel.
- Keeps informed of all legal requirements governing special education, health services, psychological services, mental health services, Medi-Cal programs, and other programs which support special education and is a resource to sites regarding legal issues.
- Acts as a liaison between the district and other public agencies regarding those issues related to areas of responsibility. Such agencies include the East County Special Education Local Plan Area and member school districts, the county Health and Human Services Department, the Department of Social Services, the County Department of Education, the State Department of Education, the federal government and other school districts throughout the county and state.
- Recommends policies and administrative regulations for the purpose of supporting at-risk student needs for and access to the educational program.
- Provides leadership in assisting with the establishment of new programs and developing improved understanding of existing at-risk student programs.
- Supervises various management and non-management personnel as assigned by the Director of Educational Services.
- Assists in the recruitment, selection, and recommendation for employment of personnel within areas of responsibility.
- Arranges for the compilation, maintenance and filing of reports, records and other documents legally required or administratively useful.
- Develops budget recommendations to assure the effective implementation of program areas within scope of responsibility.
- Interprets and provides advice regarding legal requirements and district objectives for the program areas within scope of responsibility to the Board of Education, administration, staff and public.
- Evaluates existing programs as an ongoing responsibility and recommends changes and additions as needed.
- Evaluates personnel providing support services in the Educational Services Department, and assists with the evaluation of personnel working in these program areas at school sites as needed.

EMPLOYMENT STANDARDS:

Education: Master's degree is required; advanced education in special education is preferred.

Experience: Minimum of five years of successful experience as a special education teacher at K-8 level serving special education pupils; administrative experience is desirable.

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EMPLOYMENT STANDARDS (continued):

Credential(s): Appropriate California teaching and/or services credential authorized for grades K-8 and administrative credentials.

Knowledge and Abilities: Possesses knowledge of learning theories and practice of special education programs, and state and federal laws affecting exceptional children. Has successfully demonstrated the ability to provide leadership to multi-disciplinary professional personnel; to work effectively with other administrators and governmental agencies, private associations, parents and citizen groups; to exhibit facility in human relationships; to effectively develop and manage project budgets; and to effectively present oral and written reports. Understands physical, emotional, neurological, social disabilities, handicapping causes and conditions, and the application of educational resources to assist in the development of the exceptional child. Possesses an understanding and can demonstrate how to adapt curriculum to meet student needs.

BOARD APPROVED March 15, 2005

REVISED April 19, 2005
July 20, 2010