

**OFFICE OF MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS  
DIRECTOR II, SPECIAL EDUCATION PROGRAMS**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Administrator, Division of Special Education

**ESSENTIAL FUNCTIONS:**

1. Provide educational and administrative leadership to the professional staff and students participating in special education programs.
2. Establish operational objectives, goals, guidelines and procedures in compliance with Division policies and federal and state statutes for special education.
3. Organize, direct, supervise and evaluate assigned administrative and clerical staff.
4. Prepare annual budget plan and maintain responsibility for fiscal management and administration.
5. Direct and monitor various support activities, such as clerical assistance, to ensure proper implementation of educational programs and services.
6. Facilitate the recruitment and hiring of certificated and classified personnel for employment.
7. Ensure that staff development activities are provided to certificated and classified staff.
8. Maintain a data system for preparation and presentation of necessary reports, surveys, inventories and other assigned projects.
9. Communicate with other schools, outside agencies, legal representatives and parents regarding instructional and special education needs of students with disabilities.
10. Assist in preparation and presentation of information on behalf of the Kern County Superintendent of Schools in due process proceedings.
11. Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- A. Personal Qualifications:
  1. Knowledge of and willingness to stay abreast of current trends, innovations and practices in special education curriculum, and staff development.
  2. Willingness to abide by the policies and procedures of the Office of the Kern County Superintendent of Schools in a professional, efficient manner.
  3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.

4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Proven ability to serve as a leader in developing, promoting and improving instructional practices and educational programs which improve special education outcomes for children.
2. Proven ability to analyze situations accurately and adopt an effective course of action.
3. Ability to provide leadership in committees and special projects within special education, interagency and parent groups.
4. Ability to be creative and to make decisions based on a sound educational philosophy.
5. Ability to establish successful working relationships and rapport with individuals and groups.
6. Ability to articulate ideas and information effectively to others.
7. Ability to work effectively with diverse individuals and groups.
8. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

**TRAINING AND/OR CREDENTIALS**

A. Education:

1. Possess or be eligible for a California Administrative or Supervision credential.
2. Possess a masters or doctoral degree from an accredited college or university and evidence of continued professional growth.

B. Experience:

1. Successful experience as a teacher, specialist and/or administrator in the field of special education.
2. Successful experience related to staff management, program development and budget preparation.