



ADMINISTRATOR, DIVISION OF SPECIAL EDUCATION

Certificated Job Description

IMMEDIATE SUPERVISOR

Assistant Superintendent/Deputy Superintendent

ESSENTIAL FUNCTIONS:

1. Maintain operational responsibility for implementation and coordination of staff and students within the Division of Special Education.
2. Supervise and evaluate the directors assigned to the Special Education program and their respective programs.
3. Develop an annual budget; present to Superintendent as per office procedures. Inform District Superintendents of billback estimates, verifications, and final reconciliations as per timelines developed in contract. Provide additional information as requested.
4. Monitor Division's adherence to credentialing and NCLB Highly Qualified status as required by the California Department of Education and national regulations.
5. Supervise the preparation of annual reports requested by the California Department of Education, the SELPA or organizations as occur.
6. Actively represent this office in community service programs and organizations, inter-regional and state committees and task forces committed to the management, coordination and improvement of services for special education students and their families.
7. Oversee the development, implementation and reporting of the Strategic Plan for the Division.
8. Monitor the Division's adherence to the SELPA Local Plan and to State/Federal laws and regulations regarding Special Education Services to students birth to age 22 years.
9. Serve as the alternate to the KCSOS representative on the SELPA's Superintendents' Executive Council.
10. Facilitate the smooth transition of programs, services, and as appropriate, personnel when a District requests a Program Transfer.
11. Assist in and preparation and presentation of information on behalf of the office in Resolution Meetings, Mediations, and/or Due Process proceedings. Negotiate, monitor and approve payment of attorney's fees and the reimbursement thereof through SELPA.

12. Provide information and/or updates to the Superintendent's Cabinet regarding pertinent issues developing in local school districts or at the state/national level within the Special Education arena.
13. Serve as Division Representative in reviewing legislation and providing input to the Legislative Policy committee.
14. Serve as Division Representative in negotiating/monitoring contracts, MOUs, or interagency agreements with outside agencies to provide housing and/or services to special education students.
15. In conjunction with other office divisions, maintain Board and Superintendent Policies that adhere to State/Federal laws and regulations.
16. Carry out assignments given by the Superintendent and/or Assistant/Deputy Superintendent.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations and practices in special education curriculum, staff development and management.
2. Willingness to abide by the rules and regulations 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 California Administrative or Supervision credential.
2. Possess Master's degree 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.

TS:gs
7/8/15
G:\Administrator Special Education