



SENIOR DIRECTOR - INTERNAL SPECIAL EDUCATION SERVICES

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Develop and maintain exemplary instructional services for a variety of special education students in programs administered by the County Superintendent; to include but not limited to alternative education, charter schools, and early childhood education.
2. Serves as the educational leader and is responsible for the instructional programs, student services and parent consultation; remain abreast of current research and trends appropriate to the population.
3. Develop, maintain, and monitor special education budgets associated with assigned programs.
4. Comply with all regulations and policies of the County Superintendent.
5. Provide leadership to professional staff in identifying program needs as the basis for developing long and short-range plans and objectives.
6. Identify, provide, assign, and coordinate staff development opportunities for teaching and instructional aide personnel.
7. Supervise and evaluate assigned classified and certificated staff.
8. Conduct IEP team meetings as mandated by federal and state laws.
9. Plan, coordinate and evaluate the total program of pupil services, including related services as stated in the IEP. When appropriate, review issues regarding their employees with fellow principals or coordinators.
10. Communicate with parents of students enrolled regarding their IEP, progress and school attendance where appropriate.
11. Plan for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds.
12. Implement procedures for the health, safety, discipline, and conduct of students as established in program procedures.
13. Confer with and/or respond to attorneys when necessary, regarding specific student or parent concerns. Keep applicable leadership informed of all attorney-related issues.

14. Work collaboratively with fellow management team members to ensure personnel and program continuity throughout the County Office programs.
15. Work collaboratively with outside agencies, where appropriate, to ensure students and families receive services and/or assessments discussed in the IEP meetings.
16. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. A command of knowledge and willingness to stay abreast of current trends, innovations, and best practices in special education for a variety of disabilities in pre-school through 12th grade.
2. Ability to work effectively with supervisors, teachers, other staff, and parents.
3. Ability to express oneself effectively in public, in conference, and in written materials.
4. 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.
5. 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. Successful experience as a teacher, specialist or administrator in a special education setting is required.
2. Successful experience related to staff management, program development, and budget preparation.
3. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in the education of individuals with exceptional needs.
4. 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.
5. Enthusiasm for and commitment to assigned tasks

TRAINING AND/OR CREDENTIALS

A. Education:

1. Special education credential and a California Administrative or Supervision credential are required.
2. Must possess Master's or Doctoral degree from an accredited college or university.

B. Experience:

1. Two years' successful teaching experience.
2. Three years' successful administrative experience.

CP: rn

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