

Director, Special Education

Purpose Statement

The job of Director, Special Education is done for the purpose/s of directing and guiding special education programs and services operated by the County Office throughout the county; providing leadership for the instructional programs of the division and works closely with other departments and agencies to coordinate transportation and facilities and provide support services, equipment and materials; serving as a liaison with school districts; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Deputy Superintendent

Essential Functions

Collaborates with internal and external personnel/agencies (e.g. interagency agreements, MOU's and school districts contracts with community agencies, higher education, other administrators, auditors, community members, etc.) for the purpose of implementing and/or maintaining services and programs.

Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with organizational policies and procedures, and/or monitoring program components.

Coordinates program components, support needs and material (e.g. serves as chair on legally technical Individualized Education Programs (IEP) as a representative of the County Office; coordination with districts/SELPA to develop processes, procedures, forms, student referrals and problem solving, etc.) for the purpose of delivering services which conform to established guidelines, laws, and regulations.

Directs department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. specified recommendations emanating from the State Department of Education regarding programs for special education, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.

Facilitates meetings, workshops, seminars, etc. (e.g. due process hearings, district liaison, special education parent groups, etc.) for the purpose of identifying issues, developing recommendations, supporting staff, and serving as a District representative.

Implements assigned programs and/or projects (e.g. continuing professional development, reviewing and evaluating of work methods and procedures, establishing and maintaining communication channels among districts to provide services, responding to requests for direct services from school districts, etc.) for the purpose of conforming to district and state curriculum and/or instructional objectives, laws, and regulations.

Manages the special education department (e.g. special day classes and itinerant programs, coordination of transportation and facilities, allocation of resources; oversight of assessments of county office programs to meet compliance requirements and client needs, etc.) for the purpose of delivering services which conform to established guidelines.

Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

Participates in a wide variety of meetings, workshops and seminars (e.g. Board meetings, Superintendent's Council, professional development for internal and external personnel, culture and employee surveys, student outcomes/parent satisfaction initiatives, hearings, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Performs personnel functions (e.g. interviewing and employee selection, performance evaluations, coaching and training, supervising, disciplinary actions, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, collaborative partnerships, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

Presents information (e.g. budget overviews, accounting processes, distribution formulas, assignment of projects and programmatic areas of responsibility, review and evaluate work methods and procedures, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

Researches a variety of topics required to manage assignments (e.g. relevant policies, new federal and state statutes, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring compliance with regulatory requirements, securing general information and/or responding to requests.

Responds to issues involving staff, interpretation of policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of professional writing; instructional procedures and practices; age appropriate student activities; safety practices and procedures; and conflict resolution.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing multiple departments; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some

lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience: Job related experience within a specialized field is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Administrative Services Credential
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

6/21/2017

Salary Grade

125