

SANTA CRUZ COUNTY OFFICE OF EDUCATION

DIRECTOR, SPECIAL EDUCATION

DEFINITION

Under administrative direction, to direct, manage, supervise and coordinate the programs and activities of the Special Education Department within the Student Services Division; to coordinate assigned activities with other County Office of Education departments and outside agencies, and to provide highly responsible and complex administrative support to the Assistant Superintendent, Business Services.

SUPERVISION EXERCISED

Exercise direct supervision over management, supervisory, professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume management responsibility for all services and activities of the Special Education Department including special education, psychological, and health services; supervise program for learning disabled, severely disabled, communicationally disabled, and physically disabled.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend, within divisional policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of programs and procedures; assess and monitor work load, administrative and support systems and internal reporting relationships; identify opportunities for improvement and review with the Assistant Superintendent, Business Services; implement improvements.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training, work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the Special Education Department, meet with staff to identify and resolve problems; assign work activities, projects and programs, monitor work flow; review and evaluate work products, methods and procedures.

Manage and participate in the development and administration of the Special Education Department program annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for the Special Education Department with other County Office of Education departments and outside agencies; negotiate and resolve significant and controversial issues; participate in an active public information and public relations program regarding special education services.

Provide responsible staff assistance to the Assistant Superintendent, Business Services; prepare and present staff reports and other necessary correspondence.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Special Education Department programs, policies, and procedures as appropriate.

Coordinate the evaluation and placement of disabled students; secure alternative placement for students whose unique needs cannot be met in the county districts.

Review pupil Individual Education Programs to meet pupil needs and ensure legal compliance.

Provide technical assistance and information on a number of topics including pupil discipline, suspension, expulsion, and medically fragile services.

Coordinate the design, implementation, and evaluation of a program of health services for students including vision screening, scoliosis screening, and hearing testing. Coordinate the design, implementation, and evaluation of a program of psychological and counseling services.

Seek sources of funding for all Special Education programs.

Coordinate and review special education services for students placed in Licensed Children's Institutions.

Participate in due process hearings and mediation.

Complete internal process for intake and placement of pupils.

Participate on a variety of boards and commissions, attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of special education.

Respond to and resolve difficult and sensitive inquiries and complaints.

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a special education program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of special education program development and administration.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Knowledge of (Continued):

Pertinent federal, state, and local laws, codes and regulations.

Programs, services, and curriculum appropriate for educating students with special needs.

Principles of child and human development.

Principles and practices of curriculum development and instructional teaching strategies.

Current trends, research, and development in the areas of student learning, student needs, and institutional responses.

Principles and practices used in evaluating the handicaps of children in order to ensure proper placement in programs including a broad range of conditions exhibited by the students.

Appropriate behavioral management strategies and interventions.

Skill and Ability to:

Ability to operate modern office equipment including computer equipment.

Ability to operate a motor vehicle safely.

Ability to manage, direct and coordinate the work of management, supervisory, professional, and technical personnel.

Ability to select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Special Education Department.

Recommend and implement goals, objectives, and practices for providing effective and efficient special education, psychological, and health services.

Prepare and administer large and complex budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Ensure County Office's and school districts' compliance with laws and regulations.

Effectively direct the provisions of special education programs in support of the County Office's departments, schools, and programs.

Skill and Ability to (Continued):

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

A Master's degree from an accredited college or university with major course work in education or a related field.

Experience:

Six years of increasingly responsible teaching and educational administration experience, preferably at both the elementary and secondary levels involving the education of students with exceptional needs or with one or more handicapping conditions.

License and Certificate:

Possession of appropriate California Credentials.

Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: June, 1994.