

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Special Education Services	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Director III	FLSA:	Exempt
JOB CLASS CODE:	1942	WORK YEAR:	12 Months
DEPARTMENT:	Special Education	SALARY:	Range 19 Salary Schedule A
REPORTS TO:	Chief Academic Officer	BOARD APPROVAL:	05-01-00
		HR APPROVAL:	05-27-10

BASIC FUNCTION:

Plan, organize, control, and direct the Special Education Program for the district in accordance with applicable laws and regulations; serve as the Chief Administrator for the Special Education Local Plan Area (SELPA).

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan, organize, control, and direct a variety of programs, projects, and activities related to the Special Education Program for the district in accordance with applicable laws and regulations. **E**

Assure full educational opportunities for exceptional individuals through coordination with district staff and Individual Education Plans (IEP) team; oversee placement procedures for students with special need. **E**

Oversee department functions related to establishing policies and procedures for administering services for assessment, identification, certification, establishment of priority and placement of students in special education programs schools and classes, including extended school year program. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide leadership in the review of existing and pending legislation related to special education guidelines and district policies; recommend origination, modification, or support of legislative measures. **E**

Collaborate with federal, state, and community agencies to provide education programs and special services for students needing special education or social/emotional services. **E**

Communicate and consult with parents and parent groups regarding programs and services for students with special needs. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action; formulate and develop policies and procedures; develop and evaluate programs for Special Education students. **E**

Develop and implement long and short-term plans and activities designed to enhance assigned programs and services, and assure an economical, safe, and efficient work environment; provide leadership to the goal-setting process. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; provide for appropriate research, and compile reports for state and federal agencies; operate a computer. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations, and program personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information; assure proper implementation and communication of program activities with the instructional area personnel; model district standards of ethics and professionalism. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; oversee the supervision and evaluation of assigned teaching and classified staff, interview and selection of employees, recommend transfers, reassignments, terminations, and disciplinary actions. **E**

Plan and coordinate continuing department staff training in special education laws and regulations, compliance issues, corrective actions, program development, and related functions. **E**

Administer and monitor compliance with various laws and regulations applicable to Special Education. **E**

Coordinate the program with the Community Advisory Committee and related agencies in the program and SELPA rule. **E**

Develop and prepare the annual budget for Special Education; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends and development in the Special Education field; attend a variety of management meetings representing the Special Education Program. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, and four years increasingly responsible management experience involving teaching and counseling special education students.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of a major Special Education Program.

Curriculum for Special Education Programs.

State-of-the art theories, techniques, methodologies of instruction, and school operation.

Policies, goals, and objectives of the Special Education Program.

Counseling and testing programs for Special Education students.

State, local, and regional resources.

Budget preparation and control.

Applicable laws, codes, regulations, polices, and procedures.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

ABILITY TO:

- Plan, organize, and administer a large, complex Special Education Program.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Remain current on trends and development in the Special Education field.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve files; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.

(Former Classification: Administrator, Special Education Services)

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date