

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR - EARLY START LEARNING AND DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Director-Special Education, plans, organizes, controls and directs the implementation of instructional programs for Early Start Learning and Development; develops, coordinates, and implements inclusive settings for students and families; coordinates, plans and provides instructional and administrative leadership to the staff, children and families in assigned early childhood special education programs; determines appropriate early intervention services placements for students; maintains management information; serves as liaison with districts, the Santa Clara County Office of Education (SCCOE), community agencies, parents and the public; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, controls and directs implementation of instructional programs for Early Start Learning and Development; coordinates and monitors annual State, district-wide and interagency compliance reviews; develops and provides staff development activities for program improvement.

Develops, coordinates, and implements inclusive settings for students and families; collaborates with the County and State level agencies to utilize best practices in inclusive settings for children and families; creates inclusive programs in the school and community for children and families that promote opportunities for development and learning, and a sense of belonging.

Determines appropriate intervention services placement for students and their families; assures proper implementation of Individualized Family Service Plans (IFSPs) and specialized physical health care (SPHC) procedures; works with staff to determine and secure specific services to be provided; assures appropriate, safe, and legally-mandated early intervention services for children and families in a variety of facilities including family homes, child care settings and SCCOE centers; participates in annual State-wide focused monitoring activities; manages referrals in coordination with multiple school districts for transitioning students; manages the eligibility assessment process.

Serves as liaison with districts, the SCCOE, community agencies, parents and the public; networks with, recommends and implements policies for interacting with community agencies, school district and other SCCOE departments; coordinates program operations at sites on regular educational campuses with district staff, students and parents; investigates complaints or concerns from parents and staff.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; designs and participates in staff development and training; and coordinates the recruitment and selection of ancillary staff.

Maintains management information and student and staff attendance systems; prepares, submits and monitors reports and other data regarding school activities, needs and services; assists with the preparation and implementation of, and training in, site disaster preparedness plans and drills.

Administers and monitors the terms of lease agreements within prescribed guidelines.

Provides technical expertise, information and assistance to management regarding assigned activities; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Plans, organizes and implements long and short-term programs and activities designed to develop programs and services; assures compliance, safety and instructional quality during certificated or classified staff vacancies.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; answers directly or facilitates staff responses to parental inquiries, concerns and complaints.

Develops and prepares the annual preliminary budget in collaboration with the Director-Special Education; prepares and administers multiple school budgets; analyzes and reviews budgetary and financial data; and controls and authorizes expenditures in accordance with established limitations.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Best practices in designing and implementing inclusive settings in Early Start Learning and Development;
Research-based best practices to improve parents' involvement in their children's learning;
Requirements within IDEA when children transition out of Part C early intervention services into Part B preschool special education services;
Planning, organization and direction of Early Start Learning and Development;
Early Start Learning and Development building, operations, funding and maintenance;
Practices and procedures involved in the development and implementation of professional development activities;
State guidelines and requirements concerning early intervention programs;
Curriculum interpretation and application in Early Start Learning and Development;
Budget preparation and control;
Oral and written communication skills;
Principles and practices of administration, supervision and training;
Applicable laws, codes, regulations, policies and procedures;
Interpersonal skills using tact, patience and courtesy;
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the implementation of instructional programs for Early Start Learning and Development;

- Coordinate, plan and provide instructional and administrative leadership to the staff, children and families in assigned early childhood special education programs;
- Determine appropriate early intervention services placements for students;
- Maintain management information, development and maintenance;
- Prepare and administer multiple school budgets, contracts for personnel services and agreements;
- Serve as liaison with districts, the SCCOE, community agencies, parents and the public;
- Direct and evaluate the performance of assigned staff;
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Work independently with little direction;
- Plan and organize work;
- Prepare comprehensive narrative and statistical reports;
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE

Any combination equivalent to: master’s degree in education or related field and five (5) years of teaching special education students.

LICENSES AND OTHER REQUIREMENTS

- Valid California Administrative Services or Standard Supervision Credential
- Valid Multiple Subject, Single Subject or equivalent credential
- Valid Special Education Credential or Pupil Personnel Services Credential
- Valid California driver’s license

WORKING CONDITIONS

ENVIRONMENT:

- Office environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials

Approved: Anisha Munshi 8/21/19.
 Anisha Munshi, Ed.D. Date
 Assistant Superintendent-Personnel Services

Authorized: Mary Ann Dewan 8/21/19
 Mary Ann Dewan, Ph.D. Date
 County Superintendent of Schools