

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR – SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of the Director - Special Education, assists in the administration of the Special Education Department; directs and supervises the day-to-day operation of student programs provided by the Special Education Department and County Office sponsored charter schools; develops, implements and evaluates program policies and procedures; develops, administers and monitors program budget; coordinates ancillary staff assignments and caseloads; resolves conflicts among staff, groups, agencies and parents; serves as department head in the absence of the Director – Special Education; supervises and evaluates assigned classified and certificated personnel; and performs all other related duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists in the administration of the Special Education Department; directs and supervises the day-to-day operation of student programs provided by the Special Education Department and County Office sponsored charter schools; develops and implements program goals, objectives, policies, procedures, reports, plans and evaluations.

Resolves conflict among groups, agencies, staff and parents regarding the appropriate placement of and provision of service to Special Education students.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; assures appropriate application of bargaining unit agreements among Special Education Department Principals; trains and evaluates the performance of assigned staff; supervises teachers on special assignment.

Conducts and evaluates training for school personnel; facilitates school teams in planning; provides information and technical assistance to schools; provides follow-up services.

Assists with Special Education categorical implementation as necessary; provides supplementary services to alternative and special education programs; researches, develops and oversees grants; serves as County Office of Education representative/participant on national, state, regional, local committees and task forces.

Plans, organizes and implements long and short-term programs and activities designed to develop Special Education programs and services.

Assists in the formulation and development of policies, procedures and programs; implements organization structure for assigned programs and functions.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; develops, monitors and disseminates reports to appropriate entities and agencies.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts, and exchanges information.

Develops and prepares the annual preliminary budget for the Special Education department; analyzes and reviews budgetary and financial data; 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.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the overall Special Education program

Due process in terms of special education conflict resolution.

State and federal laws, court rulings, regulations and codes related to Special Education.

Local and state guidelines and requirements concerning special education.

Practices and procedures used in the development of instructional and training programs;

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the overall operation, management and administration of the Special Education Department.

Develop, implement and evaluate program policies and procedures.

Develop, administer and monitor the department budget.

Resolve conflicts among staff, groups, agencies and parents, including mediating placement decisions.

Supervise and evaluate the performance of assigned staff.

Communicate effectively, both orally and in writing.

Interpret, apply and explain laws, 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 records and reports related to assigned activities.

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 with major coursework in Special Education, educational administration, or related field and four years responsible experience in school administration or related field;
Five (5) years of experience in a Special Education classroom setting

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license
Valid Special Education Credential or Pupil Personnel Services Credential or Clinical Services Credential; and
Valid Administrative Services Credential or Standard Supervision Credential;

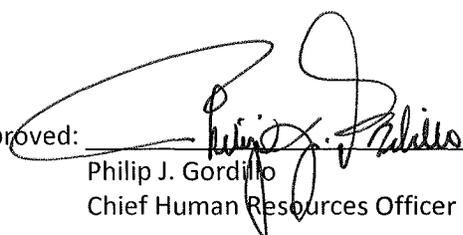
WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

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

Approved:  _____ 7/10/17
Philip J. Gordillo Date
Chief Human Resources Officer

Revised 7/7/17: removed *Valid California Multiple Subject, Single Subject or equivalent credential added or Clinical Services Credential*
added *Five (5) years experience in a Special Education classroom setting*