

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR-SPECIAL EDUCATION PROJECTS

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, plans, organizes, controls and directs projects related to a study of the continuum of special education in Santa Clara County; to include but not limited to, facilities, inclusive practices, department staffing and costs; serves in an advisory capacity to the County Superintendent of Schools.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the projects related to the study of the continuum of special education services.

Serves in an advisory capacity to the County Superintendent of Schools.

Attends and conducts a variety of meetings with program directors, external leaders, community leaders, government officials, stakeholders and others as needed; represents the Department and Office at various meetings, functions, conference calls or other activities as requested, and as related to the study.

Develops project plans with external agencies; establishes goals, builds consensus, identifies metrics and modes of data collection, identifies resources needed, and related activities in the development of special education projects.

Provides technical expertise, information and assistance regarding project status and related matters; recommends proper organization structure implementation.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; provides counsel and guidance to colleagues in areas related to program development and evaluation compliance.

Directs external consultants, if applicable, to support the completion of any analysis, studies, or research needed for the project.

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

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommend transfers, reassignment, termination and disciplinary actions.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the projects of the Special Education Department;
County Office special education programs and operations;
Applicable laws, codes, regulations, policies and procedures;
Regular and special education curriculum;
Knowledge of SELPA;
Knowledge of Inclusive Practices and the recommendations of the California Statewide Task Force on Special Education;
Project management and reporting design and procedures;
Budget preparation and control;
Oral and written communication skills;
Principles and practices of administration, supervision and training;
Interpersonal skills using tact, patience and courtesy;
Operation of a computer and assigned software

ABILITY TO:

Plan, organize, control and direct priority special education projects of the County Superintendent of Schools related, but not limited to, facilities, department staffing and costs;
Develop, implement, and evaluate program policies and procedures;
Serve in an advisory capacity to the County Superintendent;
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;
Interpersonal skills using tact, patience and courtesy;
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination of equivalent to: master's degree in education or related field, six (6) years increasingly responsible experience in the administration of special education programs and five (5) years teaching experience or working with individuals with exceptional needs; and experience in a leadership position with SELPA.

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

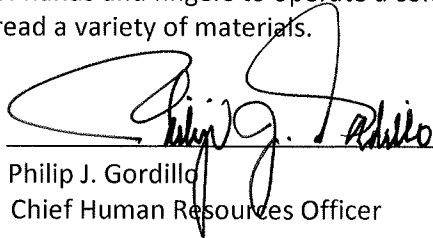
PHYSICAL DEMANDS:

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: _____


Philip J. Gordillo
Chief Human Resources Officer

03/20/2018
Date