

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR – SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Student Services and Support Division, plans, organizes, controls and directs the overall operation, management and administration of the Special Education Department; develops, implements and evaluates program policies and procedures; develops, administers and monitors the department budget; resolves conflicts among staff, groups, agencies and parents; provides support and training for districts; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administers the overall operation, management and administration of the Special Education Department; develops, implements and evaluates program goals, objectives, policies and procedures; monitors and evaluates the implementation of, and assures compliance with, applicable local, State and federal laws, codes, guidelines and regulations.

Provides coordination of special education activities and programs with other agencies and school districts; meets with Special Education directors of school districts and represents the County Office in local SELPA meetings; coordinates the Countywide Autism Task Force; coordinates the Special Committee on the Education of Children in juvenile court; provides input to Special Education Administrators of County Offices; communicates with Probation, Legal Advocates for Children and Youth, and County mental health agencies as needed.

Oversees the operation of a wide variety of special education classes, including special education students in alternative education programs; produces monthly reports to each district on status/cost of students served by COA from each district.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; oversees and evaluates internal staff development needs.

Provides technical assistance and training to districts on various topics related to special education.

Interfaces with the Educational Services Department as a representative to Categorical and English Learner department projects and activities.

Provides technical expertise, information and assistance to the Assistant Superintendent-Student Services and Support Division regarding various aspects of the Special Education Department; recommends proper organization structure for assigned programs and functions.

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

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; oversees IEP development and compliance.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange 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.

Attends and conducts a variety of meetings as assigned; represents the department at local, State and regional meetings as required; participates on assigned committees.

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;
Regular and special education curriculum;
Policies, goals and objectives of the Special Education program;
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 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;
Provide support and training for districts;
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, 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.

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 9/24/18
Anisha Munshi, Ed.D. Date
*Director-Human Resources

*Authorized by the County Superintendent of Schools _____

Revised 10/1/18: Changed Chief Schools Officer to Assistant Superintendent-Student Services and Support Division