

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: EXECUTIVE DIRECTOR - SPECIAL EDUCATION

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, 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:

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 Santa Clara County Office of Education (SCCOE) in local SELPA meetings; 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 a variety of data, including but not limited to enrollment and projected annual cost.

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.

Responds to correspondence from the California Department of Education as it pertains to various reports required in order to maintain compliance with the special education regulation.

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

Attends meetings related to mediation, alternative dispute resolution sessions and other legal matters as required.

Provides technical expertise, information, and assistance to the Assistant Superintendent-Educational Services regarding various aspects of the special education department; recommends proper organization structure for assigned programs and functions; provides ongoing input related to future programming for the special education department.

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.

Provides administrative coaching support to all administrators under the special education department including but not limited to, special education best practices, conflict resolution, managing employees, and operating a special education program.

Coordinates with the human resources department to ensure adequate staffing through the SCCOE's special education programs which could include attendance at recruitment fairs, reviewing job descriptions and providing input as it relates to future staffing needs.

Coordinates with various non-public agencies to contract for services related to student programming.

Meets with various departments within the organization as needed to provide training and technical assistance with matters related to special education and other related services i.e., health care plans, ADA supports and 504's.

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.

Provides technical expertise, information, and assistance to the Associate Superintendent-Professional Learning & Educational Progress regarding assigned programs; assists in the formulation and development of policies, procedures, and programs; recommends proper organization structure for assigned programs and functions.

Represents the office at local, regional, and state meetings, conferences, in-services, boards, councils, and events as approved by the supervisor.

**OTHER DUTIES:**

Performs duties as assigned.

**KNOWLEDGE, ABILITIES AND COMPETENCIES:**

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;

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;

Operation of a computer and assigned software;

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.

**LEADERSHIP TEAM COMPETENCIES:**

Develops and fosters effective individuals and teams;

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;

Demonstrates emotional intelligence;

Models inclusive, effective, and authentic communication;

Applies knowledge of the intersectionality of race, equity, and inclusion;

Builds and sustains positive, trusting relationships;

Conducts SCCOE operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a 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 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:**

Office environment;

Driving a vehicle to conduct work;

Hearing and speaking to exchange information and make presentations;

Dexterity of hands and fingers to operate a computer keyboard;

Adequate vision to read a variety of materials.

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*Larry Oshodi*  
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Approved: Larry Oshodi Date  
Assistant Superintendent-Personnel Services

DocuSigned by:  
*Mary Ann Dewan*  
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Authorized: Mary Ann Dewan, Ph.D. Date  
County Superintendent of Schools