SAN MATEO UNION HIGH SCHOOL DISTRICT

POSITION DESCRIPTION

JOB TITLE: **Director of Special Education**

REPORTS TO: Assoc. Superintendent/Student Services   **SITE:**   District Office

CLASSIFICATION: Certificated Management   **WORK YEAR:** 221 Days

SALARY: Administrator-Manager Salary Ranges   **EFFECTIVE DATE:**

APPROVED BY THE BOARD OF TRUSTEES:

SUMMARY:

The Director of Special Education shall report to the Associate Superintendent of Student Services. This position will provide instructional leadership and curriculum oversight for Special Education programs. This includes the responsibility for directing the planning, organization, administration and evaluation of all Special Education programs, mental health services, and all aspects of student identification, assessment, placement and due process.

ESSENTIAL FUNCTIONS:

1. Serves as the liaison to county programs, nonpublic schools, partner elementary districts, and community agencies on matters of programs, articulation and placement
2. Serves as the District's advocate at due process hearings and mediations
3. Oversees the District's Special Education program and Special Education summer school programs
4. Identifies curriculum development needs and initiates activities to improve curriculum
5. Advises and counsels personnel within the Department concerning current materials, equipment and teaching methods
6. Recommends scheduling of classes and assignments of teachers and other special education staff members and assists in the screening of job applicants
7. Oversees the development, administration, and presentation of staff training programs relative to special education programs
8. Plans and coordinates District-wide psychological services and provision of in-house and county mental health services for special education
9. Supervises and evaluates psychologists, certificated, and classified staff assigned to the Department

10. Oversees instructional practices for LRE, including implementation and development and training of the co-teaching model
11. Coordinates certificated and classified special education staffing allocation
12. Presides over and consults with school IEP teams
13. Prepares proposals for grants related to special education and coordinates the special education portion of the compliance review
14. Coordinates and supervises nonpublic school/agent contracts and placements
15. Coordinates special education transportation services
16. Supervises the off-site programs and services provided to special education students, e.g. therapeutic, home and hospital teaching, and transition assistance programs
17. Administers and accounts for programs of special education in private schools
18. Monitors the High Cost Data Pool for county reimbursement
19. Coordinates procedures for protection of confidentiality and due process
20. Participates in Special Education Local Plan Area (SELPA) committees
21. Provides leadership and direction for District Special Education procedures and policies consistent with the California Education Code and all other applicable laws
22. Prepares proposals for grants related to special education and coordinates the special education portion of the compliance review
23. Disseminates new laws, regulations and research trends related to special education and monitors compliance with state and federal laws
24. Performs other duties as assigned.

QUALIFICATIONS:
Education/Training Experience

➢ Valid California Administrative Credential
➢ Valid Special Education, Psychologist or Clinical Services credential
➢ Three to five years Special Education teaching experience
➢ MA or MS degree or higher
➢ Excellent verbal and written skills
➢ Ability to complete assignments and reports, including preparing presentations for the public, the Board of Trustees and staff
➢ Ability to interpret, apply and explain rules, regulations, policies and procedures
➢ Ability to promote positive staff morale
➢ Ability to work independently
➢ Ability to multi-task in a busy environment
➢ Ability to delegate responsibility wisely.

Desirable Skills

➢ Special Education administration experience
➢ Knowledge of the Individuals with Disabilities Education Act and related State and local programs
➢ Knowledge of variety of conditions involved with learning disabled students

- Knowledge of assessment, instruction, and program placement options
- Knowledge of funding mechanisms related to Special Education
- Ability to work effectively with students, staff, and community
- Ability to supervise and evaluate personnel
- Abilty to interpret and apply principles, policies, laws, regulations, requirements, contracts and MOUs
- Ability to exercise sound independent judgment within general policy guidelines by analyzing complex programs, evaluating alternatives and making sound recommendations
- Ability to prepare clear, concise and competent reports, correspondence and other written materials representing assigned areas effectively with others.

Physical Demands/Working Conditions

- Ability to sit for long periods of time
- Eyesight sufficient to read fine print
- Manual dexterity and coordination sufficient to operate a computer keyboard
- Physical stamina to stand, reach, bend, lift, kneel and squat
- Ability to lift up to 20 pounds
- Ability to tolerate moderate noise level in working environment.

OTHER REQUIREMENTS:

- Maintain a valid California Driver License
- Department of Justice fingerprint clearance
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State and Local regulations.