



SAN MATEO UNION HIGH SCHOOL DISTRICT

POSITION DESCRIPTION

JOB TITLE: Assistant Director Special Education Support Services

REPORTS TO: Director of Special Education **SITE:** District Office

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

SALARY: Level 4 **EFFECTIVE DATE:**
Administrator/Manager Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES:

JOB SUMMARY:

Under the direction of the Director of Special Education Services, the Assistant Director of Special Education Support Services provides leadership, vision, coordination, and supervises the effective delivery of education and related services to students receiving services and support through special education. The Assistant Director is specifically responsible for providing leadership related to the delivery of special education and educationally related mental health services to assigned students served in a variety of settings. The Assistant Director will also provide oversight of the District Therapeutic placements, Non-Public Schools/Residential Treatment Center (RTC) placements out of District as well as the coordination of articulation for planning for students historically served outside of the District as they transition from partner districts in 9th grade. The Assistant Director will provide ongoing partnership and collaboration with our partner school districts to build relationships in 8th grade so that students and families who are receiving support from a therapeutic milieu program, an RTC or NPS at the time of transition so they can be successful as they begin high school.

ESSENTIAL FUNCTIONS:

- Provides consultative services in the maintenance and confidentiality of student records.
- Ensures that District special education staff are well informed regarding compliance and the IDEA.
- Coordinates, prepares and presents current procedural and programmatic issues regarding special education.
- Researches current topics in special education and prepare and present information.
- Serves as a resource for information regarding special education, its purpose, objectives and applicable laws and regulations.
- Serves case management of students in NPS (Non-Public Schools) and (RTC) residential settings.
- Serves as a liaison between IEP teams and District specialized programs.
- Provides direct supervision and evaluation to District staff as assigned.

- Provides oversight of mental health programs in the District.
- Advises and assists in the development of referral procedures.
- Coordinates and administers District Summer School Programs.
- Monitors the need for professional learning and coordinates and participates in compliance trainings.
- Advises staff on Education Codes, laws, policies, and procedures.
- Manages students receiving services through a home instruction model.
- Reviews monthly billing, attendance, and contracts for NPS and RTC placements.
- Helps inform teams on the MTSS-Blended-Braided intervention as a part of continuum of services.
- Refers students or family members to community resources or to specialists as necessary.
- Maintains confidentiality of records relating to students' treatment.
- Attends IEP meetings and develops or updates mental health goals for the students.
- Develops progress reports for students with IEPs as needed.
- Communicates and collaborates with other staff and family members as a means of effectively supporting students and strategies in home and school as to optimize the overall program and progress of the student.
- Works with and communicates with other agencies to ensure that all aspects of the student's program are addressed.
- Addresses the disproportionate number of students served out of district and in the most restrictive settings within the District and continuum to offer support to teams to develop a full continuum of the least restrictive environment.
- Coordinates articulation process with partner districts for 8th graders.
- Completes and assists with compliance monitoring activities such as audits, State and Federal reporting.
- Interprets policy and procedures.
- Performs related duties as assigned by the Director of Special Education Services.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- Valid California Administrative Services Credential or equivalent
- Secondary or Adult teaching credential
- Three or more years of experience serving students with disabilities
- Master's and/or doctorate degree
- Valid School Psychologist, Special Education, or Clinical Services Credential
- Experience servicing students with Mental Health and Behavioral needs
- Strong critical thinking and problem-solving skills
- Strong interpersonal and communication skills

- Excellent verbal and written skills
- First aid and CPR procedures and be able to administer first aid and CPR
- Observe health and safety practices and procedures
- Ability to multi-task in a busy environment
- Ability to work in a fast-paced, ambiguous and changing work environment
- Work with general and special education teachers, administrative personnel and classified staff
- Demonstrate an understanding, patient and receptive attitude towards students with disabilities
- Work with students/families from diverse socio-economic and socio-cultural backgrounds

Physical Demands/Working Conditions

- Classroom and outdoor work environment
- Mobility sufficient to move about the campus and during off campus excursions and field trips
- Eyesight sufficient to read fine print
- Ability to sit for long periods of time
- Manual dexterity and coordination sufficient to operate a computer keyboard and calculator
- 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
- Good health and stamina appropriate to the position

OTHER REQUIREMENTS:

- Maintain a valid California Driver License
- Must have a valid certification in basic First Aid and CPR issued by an authorized agency
- 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 other 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 laws.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.