

ROCKLIN UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION



JOB TITLE: Director of Special Education and Support Programs

SUMMARY:

Directs the School District's Special Education and Support Personnel Services providing leadership, management, and coordination.

Reporting to this position are the following certificated and classified titles: School Psychologist, Speech/Language Pathologist, School Nurse, Occupational Therapist, and clerical staff. This position is responsible for the overall direction, coordination, and evaluation of these positions. This position also assists site-level administration in the evaluation of RSP and SDC teachers. Duties will be to carry out management responsibilities in accordance with the school district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. This position will serve as a liaison with Special Education Local Plan Area (SELPA), Placer County Office of Education, and other community agencies.

SUPERVISOR: This position reports directly to the Deputy Superintendent of Educational Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to the following:

1. Coordinates all Special Education and Support Programs within policies of the Board of Education and in accordance with State and Federal statutes and regulations.
2. Coordinates Special Education Programs for preschool through twelfth grade including student assessment, placement, evaluation, and fair hearing processes.
3. Provides all management personnel with useful direction and assistance regarding areas under management.
4. Assists in the general planning, organization, and management of the District.
5. Prepares and submits reports and presentations as required by the Superintendent and interprets as needed to the Board and the community the requests of the District's Special Education and Support Services.
6. Assures accurate and timely Special Education and Support Personnel management and related staffing and budget practices in conjunction with school site managers and staff.

7. Assists in the planning, organization, and implementation of staff development programs in the areas related to special education and pupil personnel programs.
8. Provides support and liaison in Special Education and Support Personnel Services matters, including technical advice and assistance with building principals and management staff.
9. Provides administrative leadership for and meets the legal requirements of the Individual Education Plan (IEP) process.
10. Monitors the written documentation of Special Education placements as required by law and ensures that proper procedures are being followed by all school IEP teams.
11. Explains the Right to Due Process to parents and ensures that Due Process Proceedings will be instituted when appropriate.
12. Provides inservice and meets regularly with the Special Education and Support Personnel staff.
13. Evaluates support personnel (psychologists, nurses, speech therapists, etc.) who service multiple sites.
14. Supports and assists principals in the evaluation of on-site personnel in programs under management.
15. Serves as District representative on the Special Education Administrators Council (SEAC) with the Special Education Local Plan Area (SELPA) and other selected SELPA committees.
16. Coordinates and implements department personnel evaluations and dismissal actions.
17. Maintains liaison with local, state and national agencies relative to programs under management.
18. Supervises the development and revision of special Education and Support Services procedure manuals.
19. Participates as a member of the Superintendent's Cabinet.
20. Formulates policies and procedures for new or revised programs or activities such as screening, placement, education, and training of students.
21. Presents information on programs, services, regulations, etc. for the purpose of serving as a resource to other school personnel, the Board, and other districts.
22. Evaluates special education programs to ensure that objectives for student education are met.
23. Interprets laws, rules, and regulations to students, parents, and staff.
24. Prepares budget and solicits funds to provide financial support for programs.
25. Prepares reports for federal, state, and local regulatory agencies.

26. Coordinates and supervises out-of-district special education student placements such as non-public school placements and placements in Placer County Office of Education programs.
27. Effectively communicates with district sites, district offices, the Board of Education, and the community.
28. Performs related duties as required.

KNOWLEDGE OF:

1. Special Education curriculum and regulations.
2. Support Personnel Services regulations.
3. Coordinated Compliance Review/Quality Assurance Process.
4. Principles of Management.
5. District policy and procedure.
6. State and Federal regulations.
7. Budget preparation and control.
8. District goals, objectives and policies.
9. Interpersonal skills such as counseling, coaching, and mediation.
10. Oral and written communications.
11. Operation of personal computers and related software.
12. Time Management.
13. Policies and objectives of assigned programs.

ABILITY TO:

1. Prepare and present clear and concise reports.
2. Facilitate a variety of meetings.
3. Plan, organize and administer programs.
4. Train, supervise and evaluate staff performance.
5. Prioritize and schedule work.
6. Prepare and monitor a budget.
7. Explain and enforce policies and regulations.
8. Establish and maintain effective relationships with others.
9. Operate a personal computer and related software.

EDUCATION:

Masters Degree (M. A.) in related field

EXPERIENCE:

Three years experience in Special Education or Pupil Personnel Services; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid CA driver's license
Valid CA credential in Special Education
Valid CA administrative credential

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, walk, stand, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and required light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and outdoor weather conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: August 7, 1996
Revised: October 18, 2000
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