

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE: Assistant Director, Special Education and Support Programs

SALARY PLACEMENT: Rocklin Administrators Professional Association (RAPA)
Salary Schedule

SUMMARY:

Under the direction of the Director of Special Education and Support Programs, assumes responsibility for District Special Education programs and services in accordance with adopted policies and regulations which are consistent with state and federal mandates. The Assistant Director also provides operational support and direction to program specialists and site level administrators in fulfilling their responsibilities regarding on-site and off-site Special Education programs, including in planning, development, training, implementation, maintenance and evaluation processes.

SUPERVISOR:

This position reports directly to the Director of Special Education and Support Programs

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Works as a direct liaison to sites and teams in operational aspects of their special education programs and services, placements and planning, instructional programs, and related services.
2. Coordinates and provides direction to the staff regarding the identification placement of student with special needs, and evaluation of Special Education programs.
3. Works with site principals and program specialists to coordinate the allocation of teaching and support staff to school sites and programs.
4. Analyzes data and applies the analysis in assisting Educational Services, Special Education and other staff in implementing age/grade appropriate programs and services for students with disabilities.
5. With the Director, coordinates the assignment of Special Education personnel, facilities, and special supplies at sites.
6. Regularly visits school sites and special education classrooms to observe teaching and learning, and to assist principals and other administrators in special education instructional supervision.
7. Supervises the planning and implementation of the Extended Year Program for Special Education.
8. Works with parents and investigates complaints or concerns regarding Special Education student rights, responsibilities and expectancies, including due process procedures.
9. Coordinates with the Director of Special Education and Support Programs to plan and implement Special Education professional development in evidenced based curricula and strategies for Special Education students, program procedures and other programmatic and legal issues.
10. Provides guidance for Special Education placements to assure that all students are served within the Least Restrictive Environment.

11. Assists in the recruitment, selection, assignment of Special Education personnel.
12. Participates on District leadership teams.
13. Directs and evaluates the performance of any assigned subordinates, as appropriate.
14. Works with other divisions, departments and school staff to develop strategies that reduce inappropriate referrals for special education programs and services.
15. Provides assistance to the Director of Special Education and Support Programs to develop policy and program recommendations relative to recommendations for improvement, instruction, curriculum, due process, compliance and other needs for Special Education students.
16. Assists with activities evaluating the effectiveness of special education programs.
17. Prepares internal reports to track and communicate program effectiveness and inform program decisions.
18. Works with the Director to facilitate regular Special Education staff meetings which communicate and coordinate the District-wide implementation of Special Education programs and policies.
19. Assists with the interfacing of Special Education programs as they relate to regular programs, testing, discipline and suspension processes, transportation, etc.
20. Assists sites with Special Education program compliance with State and Federal laws, the Special Education Local Plan Area (SELPA), and District policy procedures manual.
21. Completes and maintains federal, state, county and District required reports as assigned.
22. Performs other duties as assigned by the Director of Special Education and Support Programs.

Knowledge of:

- Special Education laws, regulations, processes and procedures as it applies to maintaining legally compliant services to special education students
- Laws, regulations, policies and procedures related to school administration.
- Special Education curriculum
- Principles of Management
- District policy and procedure
- State and Federal regulations
- Budget preparation and control
- District goals, objectives and policies
- Interpersonal skills such as counseling, coaching, and mediation
- Time management
- Policies and objectives of assigned programs

Ability to:

- Communicate effectively, orally and in writing
- Mediate and resolve issues and conflict
- Interact with community agencies and organizations as a representative of the Special Education programs of the District
- Prepare and present clear and concise reports
- Facilitate a variety of meetings
- Plan, organize and administer programs
- Train, supervise and evaluate staff performance
- Prioritize and schedule work
- Prepare and monitor a budget

- Explain and enforce policies and regulations
- Establish and maintain effective relationships with others
- Operate a computer and related software

EDUCATION:

Master’s Degree (M.A.) in related field

EXPERIENCE:

Five years certificated experience; at least two years of special education certificated experience is preferred. Minimum two years of administrative experience; area of special education is preferred.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver’s License

Valid California Teaching Credential in Special Education or related area preferred

Valid California 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 stand, walk, sit, 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 requires 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. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted Date: October 18, 2017

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.