

**ALISAL UNION SCHOOL DISTRICT  
PERSONNEL DIVISION  
JOB DESCRIPTION**

**DIRECTOR OF SPECIAL EDUCATION SERVICES**

**PRIMARY FUNCTION:** Plans, coordinates and supervises all facets of District Special Education and Health Services programs that support Equity, Multi-tiered System of Supports including Academic Achievement, Behavioral Support and Social Emotional Learning.

**DIRECTLY RESPONSIBLE TO:** Assistant/Associate Superintendent of Educational Services

**MAJOR DUTIES AND RESPONSIBILITIES:**

Coordinates and oversees mandated special education programs for children with special needs including the conducting and/or assisting in due process hearings, mediations and resolution meetings.

Plans, organizes and evaluates the health services being offered to Special Education students in the District.

Regularly reports to and advises District administration on District special education.

Provides support and assistance to staff that are involved in Special Education.

Acts as a resource and provides technical assistance to schools in all aspects of the Special Education.

Prepares Federal and State reports as required in both the Special Education.

Stays current with all funding and legislative information that affects or may affect District Special Education programs.

Develops and executes the District Special Education Plan, including programs to be offered by the District, services to be obtained from other Local Education Agencies, and timelines for offering new programs

Coordinates District Special Education programs with Monterey County Office of Education special education programs.

Participates in numerous school, district and county committees to further develop programs, policies and implementation of Special Education related programs.

Develops and maintains an ongoing training program for Special Education staff.

Conducts needs assessment among all certificated and classified staff, including special education and administrators, to determine priorities for staff development.

Trains all district employees on Special Education issues.

Assist teachers in utilizing curriculum and adapting standards to meet students' needs.

Has responsibility for supervising the integration of Special Education with regular classroom curriculum

Has responsibility for coordination of opportunities for parent education with regards to needs of children with special education and health needs and works closely with parents through meetings and telephone conferences.

Ensure program compliance with Special Education laws.

Provides regular (e.g., monthly) reports to District administration in areas including, but not limited to, budget development and execution, Special Education enrollment by program, caseloads for service providers, and planning for upcoming school year(s).

**MAJOR DUTIES AND RESPONSIBILITIES:**

Attend conferences and workshops to update skills and understanding of State and Federal legal mandates for Special Education.

Ensure that all Special Education staff is evaluated in accordance with state law, collective bargaining agreements and district policy.

Ensures that each pupil's Individualized Education Plan (IEP) is developed, implemented and all pupil related meetings adhere to State and Federal laws.

Coordinate with the transportation department to ensure that transportation is provided for Special Education students.

Coordinate, and execute Extended School Year to Special Education students.

Coordinate the annual work assignments of special education and health services staff.

Develops and recommends pertinent Board Policies and Administrative Regulations.

Reviews job applications, recruits, interviews, and makes recommendations for hire of special education employees.

Coordinate development of the Special Education budget.

Ensure the maintenance of pupil records and confidentiality.

Ensure the development of individual health plans and supporting the home services for students with medical needs.

Serve as liaison and resource for school administrators regarding special education regulations and placement procedures.

Serve as a resource to parents and community regarding their Special Education needs and concerns for their children.

Serve as liaison between the District and the Monterey County SELPA (Special Education Local Plan Area) to ensure that Special Education services are implemented in accordance with SELPA policies and procedures.

Serve as liaison to Monterey County Health Department in addressing Health issues for individual students and the District.

Supervises and evaluates certificated and classified staff assigned to special education programs.

Database manager for District special education databases. Ensures data is accurate through training, inspection and timely corrective action. Ensures data may be extracted and loaded in state reporting systems without errors.

Assist in overseeing the Multi-Tiered System of Supports implementation.

Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

**MINIMUM QUALIFICATIONS:**

**Ability to:**

Communicate effectively in the English language both orally and in writing. Possess strong organizational skills. Possess strong leadership qualities. Stimulate and motivate cooperative team efforts. Maintain confidentiality. Work cooperatively with staff and public.

**Knowledge of:**

Laws and regulations concerning special education pupils and due process procedures. Fiscal regulations and accounting procedures required for public schools.

**Experience:**

Three years of successful teaching experience, preferably at the elementary level; Five years of successful management experience at the school or district level, preferably with three years as an elementary school principal or comparable combination of relevant experience

**Education:**

California Teaching Credential in Special Education or Pupil Personnel Services Credential AND California Credential authorizing performance and service as a school administrator.

**DESIRABLE QUALIFICATIONS:**

Possession of a Masters Degree from an accredited university.

Successful experience in areas of conflict resolution.

Previous experience working effectively with linguistically and culturally diverse community groups.

Ability to use a language in addition to English, preferably Spanish.

**PHYSICAL EFFORT/WORK ENVIRONMENT:**

Physical strength to perform the tasks that may be required of a Director of Special Education and Health Services. These physical requirements include:

1. Minimal physical effort with periodic handling of light or medium weight parcels or supplies
2. Employee must be able to see for the purposes of reading computer screens, manuals, labels and other printed matter
3. Stand or sit for long period of time or work in confined spaces
4. Indoor work environment

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS MANAGEMENT.

The work year for this position is 222 days.

Adopted: 3/03/10

Revised: 12/11/2019;04/28/2021