

**Job Title:     **Director, Special Education****

**Definition:**

Under the supervision of the Assistant Superintendent, Educational Services, the Director of Special Education is a member of the Educational Services Team and is responsible for all aspects of the special education programs throughout the District.

**Distinguishing Characteristics:**

A primary focus of this position is to direct, oversee, and monitor all special education programs within the District to ensure a positive learning environment that promotes a high level of student achievement and compliance with all board policies, administrative regulations, and federal and state laws.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Direct and coordinate all special education programs and services.
2. As part of the Educational Services Department, work collaboratively to establish and maintain a comprehensive, supportive educational program for all students.
3. Collaboratively develop, monitor, and evaluate the effectiveness of all special education programs and services.
4. Maintain knowledge regarding special education laws/requirements and communicate this to administrators and staff.
5. Develop and refine programs to best meet the needs of the ever-changing population of students requiring specialized services.
6. Collaboratively develop and monitor the process of assessment, identification, and placement of students requiring special education and related services in compliance with state and federal laws.
7. Coordinate placement of exceptional students in appropriate programs outside of district when required.
8. Coordinate services for students receiving Non-Public School or Non-Public Agency special education services ensuring the development of their individual service agreements and contracts.
9. Coordinate all 504 Plans and ensure implementation of accommodations.
10. Oversee the development and monitoring of all special education budgets and expenditures.
11. Communicate information related to Special Education goals and programs to the Board of Education, administration, staff, parents and the general public when appropriate.
12. Assist in the recruitment, selection, and assignment of staff assigned to special education programs/services.
13. Assist in the selection, monitoring, and evaluation of curriculum utilized to support all special education programs.
14. Oversee all personnel requests submitted for staff working with students requiring special education services.
15. Assist in the development of professional development activities for all special education staff.
16. Coordinate/develop regular staff meetings for special education staff members.
17. Serve as District representative to the Special Education Local Planning Area (SELPA).
18. Oversee representation on mental health organizational committees.

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19. Provide oversight of psychological services for ‘crisis’ mobilization.
20. Organize and coordinate research related to problems in the education of students with exceptional needs.
21. Provide site administrators support regarding implementation of all special education laws, regulations, and requirements.
22. Prepare all requested or required special education reports.
23. Coordinate and act as District representative in all special education due process resolutions, mediations and/or hearings.
24. Oversee LEA-Medi and MAA programs.
25. Supervise and evaluate all assigned staff (e.g., clerical, administrative, teaching, classroom support staff, etc.).
26. Attend and participate in District meetings, applicable trainings and/or workshops as required to support the program.
27. Perform all other duties assigned.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Federal and state laws regarding special education
- Child abuse laws and reporting procedures.
- Culturally and linguistically diverse backgrounds.
- District policies/procedures, rules, regulations, memos, bulletins, announcements and reasonable requests by proper authority.
- Educational strategies and service delivery.

**Skill and Ability to:**

- Establish and maintain cooperative relationships with administrators, school personnel, parents, students, co-workers and the public.
- Communicate effectively in the English language both orally and in writing.
- Maintain the integrity of confidential information relating to a student, family, colleague or district patron.
- Effectively advise and evaluate appropriate personnel.
- Meet schedules and time lines.
- Work independently with appropriate direction.
- Analyze situations accurately and adopt a course of action.
- Use tact, patience and courtesy when dealing with people.
- Use electronic communication and computer keyboarding skills.
- Work harmoniously with others and communicates effectively both orally and in writing, with student, parents and staff.
- To support other administrators when needed.

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**Training and Experience:**

Minimum qualifications:

- Masters degree in Special Education, Psychology or other related field.
- Credential in one of the following areas:
  - Pupil Personnel Services Credential.
  - Special Education teacher/specialist
  - Speech/Language Pathologist Specialist
  - Or other applicable special education related credential

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass a physical examination.
- Will be required to have LifeScan fingerprinting completed and cleared prior to beginning work.
- Must have a valid CA divers license and be insured.
- Utilize own vehicle for transportation as needed.
- Regular attendance to work, punctuality in meeting deadlines, attending required and suggested meetings and following schedules.
- May be required to work evenings or weekends.
- May be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings.

<b>Physical Demands:</b>	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing			X
Walking			X
Bending (neck)			X
Bending (waist)		X	
Kneeling	X		
Reaching		X	
Stooping	X		
Crawling	X		
Twisting (back & neck)		X	
Climbing	X		
Pushing/Pulling	X		

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		<b>Lifting</b>			<b>Carrying</b>	
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.		X			X	
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data			X
Organize			X
Write			X
Plan			X
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier		X	
Computer			X
FAX Machine	X		