

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Director I, Special Education	<b>REPORTS TO:</b>	SELPA Executive Director
<b>DEPARTMENT:</b>	Special Education	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	225 Days
<b>BOARD APPROVAL:</b>	June 10, 2014	<b>SALARY:</b>	Range A1 / Management Tier IV Salary Schedule

**SUMMARY DEFINITION:** The Director I, Special Education, establishes a welcoming and inclusive culture and leads in the implementation of services to special education students in accordance with Federal, State laws and District policy. This position requires development and long-range planning of special education programs within the District.

**REPRESENTATIVE DUTIES:** Incumbents may perform any combination of the essential functions shown below [E]. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

**E = Essential Functions**

Provides leadership in developing, implementing, evaluating and revising SRVUSD's single-district SELPA/special education program, including culture, procedures and services. **E**

Identifies future trends that will affect the District's special education program and services and plans for them accordingly. **E**

Creates a highly functioning and visible team among District-level special education staff, including assistant directors, program supervisors and other staff. **E**

Communicates in a proactive and timely manner with parents, site personnel and District administrators. **E**

In coordination with Educational Services staff, oversees implementation and use of standards-based curriculum and instructional materials for students in special education. **E**

Collaborates with site personnel and parents regarding development and implementation of special education programs. **E**

Provides leadership in the District's efforts to implement early intervention for students in need of assistance, and implements early intervention strategies that result in a declining need for special education designations. **E**

Supports the Special Needs Ombud's focus on parent and staff communication, training and creative problem solving. **E**

Works cooperatively with school sites and other District departments such as Human Resources, Transportation and Technology. **E**

Provides leadership for positive conflict resolution, including alternative dispute resolution methods, District contracted Independent Resolution Specialist, and formal due process procedures. **E**

Builds capacity through development and implementation of professional development for special education and regular education staff and parents. **E**

Supervises and evaluates certificated and classified assigned staff. **E**

Organizes, coordinates and oversees personnel providing special education programs and services. **E**

Holds District and site staff accountable for carrying out job responsibilities in accordance with District policy and standards. **E**

Works cooperatively with other public and private agencies that provide services to special education students. **E**

Organizes, leads or supports, as appropriate, committees comprised of parents, community members and staff. **E**

Provides leadership in recruiting and participates in the selection and assignment of special programs personnel. **E**

Monitors compliance with Federal and State laws and regulations including:

- the referral, assessment and identification procedures for special education students. **E**
- the procedures used during Individual Education Program team meetings. **E**
- the written documentation for special education placements. **E**
- the District's special education management information systems. **E**

In coordination with the SELPA Executive Director, develops and manages the budget for special education programs. **E**

Ensures accurate and timely completion of state and federal reports. **E**

Attends Countywide and Statewide meetings as appropriate. **E**

Represents the District in legal proceedings as necessary. **E**

**MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position. Others include education, experience, knowledge, skills and abilities, testing, and physical demands.

**TRAINING, EDUCATION AND EXPERIENCE:**

Appropriate State and administrative credential required.

Masters degree in an area of special education or related educational field, preferred

At least five years successful teaching experience, regular and/or special education or equivalent

At least three years successful experience in an administrative and/or leadership role in special education.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

**KNOWLEDGE, SKILLS AND ABILITIES:** The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential duties of the position.

**KNOWLEDGE OF:**

Best practices in leadership and management of organizations;  
IDEA and other special education laws and requirements;  
Conflict resolution and other effective problem solving strategies;  
Special Education best practices;  
Learning theory and instructional methodology;  
The function and organization of SELPA

**ABILITY TO:**

Demonstrate compassion and build trusting relationships;  
Plan, direct, and establish priorities and simultaneously coordinate a variety of projects;  
Think deeply and with common sense;  
Analyze and identify present and potential problems and develop and evaluate alternate solutions and propose plans of action;  
Communicate positively and effectively both orally and in writing;  
Prepare and present clear and concise reports;  
Supervise and evaluate staff;  
Work positively with a variety of people;  
Develop and maintain program budgets;  
Model collaborative problem solving;  
Establish and maintain cooperative and effective working relationships with others;  
Prioritize and schedule department work;  
Make difficult decisions;  
Demonstrate effective skills in organizational and educational leadership;  
Make use of computers for communication, information and data gathering;  
Collect, interpret and analyze complex technical data, as well as identify potential programs and prepare sound recommendations;  
Interpret current laws and regulations related to special education;

**SKILLS:**

Operate computer and related equipment.  
Ability to read and interpret department, State and Federal documents as they pertain to special education;  
Write reports and correspondence as necessary;  
Speak and/or sign/interpret effectively one-one and/or before internal and/or external groups as needed.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS:**

Office environment with moderate noise.  
Drive a vehicle to schools as assigned.  
Constant interruptions.

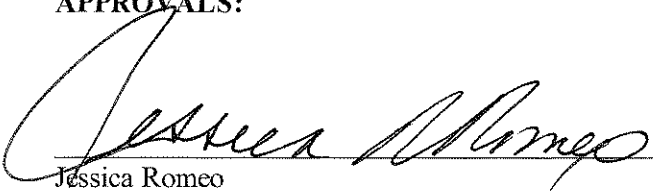
**PHYSICAL ABILITIES:**

Hearing and speaking in English to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies, lifting light objects.

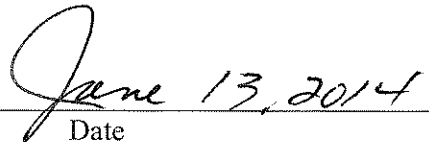
**OTHER QUALIFICATIONS:**

Must successfully pass the District's pre-employment fingerprinting and TB testing.

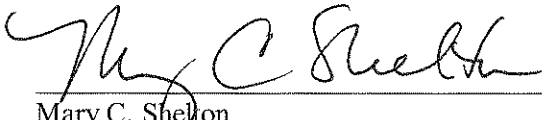
**APPROVALS:**



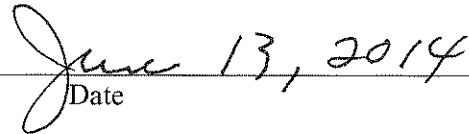
Jessica Romeo  
Assistant Superintendent, Human Resources



Date



Mary C. Shelton  
Superintendent



Date