

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistant Director, Special Education	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Educational Services	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	May 12, 2015	SALARY:	Range N / Tier IV Management Salary Schedule

SUMMARY DEFINITION: The Assistant Director will be a partner in leadership for Special Education across the district with the Director. The Assistant Director assists in providing leadership and management in administering, monitoring, coordinating and evaluating Special Education programs and services in the least restrictive environment in accordance with Federal and State laws and guidelines. This position will assist in the 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]. 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

Provide leadership in developing, implementing, evaluating and revising the District's programs and services assigned by the Director. **E**

Monitor the District special education management information systems required by law and ensures that proper records are maintained and dispersed. **E**

Monitor the written documentation for special education placements as required by law and ensure that proper procedures are being followed by all school Individual Education Program teams. **E**

Supervise and administer special needs/special education grants. **E**

Work closely with parents and community groups in an ongoing effort to improve communications and understanding of policies, legal requirements and activities of Special Education programs. **E**

Provide leadership in the implementation of the due process procedures for special education students, parents, staff and programs. **E**

Develop and implement in-service training for staff and parents. **E**

Supervise and evaluate certificated and classified assigned staff. **E**

Provide supervision, consultation and information regarding laws, policies, and procedures to Program Supervisors. **E**

Evaluate the effectiveness of programs as assigned. **E**

Provide assistance to site and itinerant personnel regarding development and implementation of special education programs. **E**

Establish and monitor procedures for implementation of the District's Special Education programs. **E**

Review, monitor and approve requests for test materials, curriculum, equipment, extra hours, and related special education expenses. **E**

Monitor the referral, assessment and identification procedures for special education students as required by law and ensure that proper procedures are being followed. **E**

Provide positive communication, collaboration with and support for administrators, site personnel and parents. **E**

Plan agendas and facilitate job-alike meetings for those groups assigned to the Assistant Director. **E**

Assist with the completion of state and federal reports. **E**

Provide leadership in the selection and assignment of Special Programs personnel. **E**

Represent the District in legal proceedings, as required. **E**

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

Assist in the development and management of budget for programs assigned. **E**

Performs other duties as assigned.

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.

TRAINING, EDUCATION AND EXPERIENCE:

Appropriate state and administrative credential required.

Master's degree in an area of Special Education or related educational field, preferred.

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

Administration experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Appropriate Teaching Credential

Appropriate Administrative Credential

Valid California Driver's License

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for special education management information systems, data storage and retrieval, word processing, spreadsheets, PowerPoints, scheduling, and data management and complex calculations.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Requires a thorough knowledge of Special Education law district policies, rules, regulations, classified/certificated contracts, goals and objectives. Requires thorough and in-depth knowledge of Individuals with Disabilities and Education Act (IDEA) and facilitated IEP and/or Alternative Dispute Resolution.

Considerable knowledge of the history and culture of the San Ramon Valley Unified School District is helpful. Requires strong interpersonal and collaborative skills. Requires knowledge of the principles of budget development and administration. Must have exceptional communication skills, both oral and written.

ABILITY TO:

Display knowledge and understanding of evidence based strategies and methodology;
Plan, direct, and establish priorities and simultaneously coordinate a variety of projects;
Analyze and identify present and potential programmatic or procedural problems, 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; and supervise staff.

LANGUAGE SKILLS:

Ability to read, write, hear and speak in English. Ability to read and interpret documents such as IEP's, CASEMIS reports, Special Education Information System reports, and procedural manuals, including policies and procedures aligned to State and Federal guidelines; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

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 function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office/school environments; drive a vehicle to conduct site visits, observations of staff/students, participation in IEP's and other work related tasks/functions.

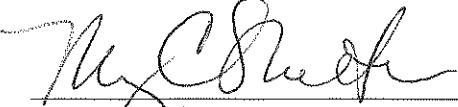
PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view computer monitors; sit or stand for extended period of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

APPROVALS:



CJ Cammack Date 5/18/15
Assistant Superintendent, Human Resources



Mary C. Shelton Date 5/20/15
Superintendent