

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Director of Special Education and Student Services

Job Purpose Statement/s: The Director of Special Education and Student Services is responsible for the implementation and oversight of all Special Education programs. As a member of the Education Services team, the director works collaboratively with other members of the team to formulate and implement District policies and division priorities.

Essential Job Functions:

- Directs and assists in the supervision of all special education programs in accordance with local policy, state and federal law and regulations.
- Engages through collaboration with principals and staff to facilitate the inclusion of Special Education at school sites; restructuring of general education for Special Education students; developing goals and objectives for the inclusion of Special Education students; and encouraging innovation to improve the quality of services to students in Special Education.
- Collaborates with principals and other administrators to improve the quality of services, as well as provides consultative service to schools in areas of special education.
- Provides leadership for development of district and division goals and objectives, and program improvement for special education including design, implementation and management of education programs.
- Recommends and manages the budget for special education programs and assists with preparing appropriate reports.
- Provides information regarding current laws and regulations related to special education and assists in the development of policy and procedures related to special education and student services.
- Makes recommendations for facilities required for planned programs.
- Maintains relationship with regional, county, state, and federal agencies.
- Provides professional development for special education personnel and assists in site-based staff development and regular education in-service training addressing the needs of students identified with special needs.
- Provides for the collection and maintenance of student records and other information for special education student rosters and related information; maintains records and compiles reports related to student services.
- Serves as representative of special education on district councils and committees.
- Serves as District representative to Special Education Local Plan Area (SELPA).

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- Assigns and schedules special education personnel.
- Participates in the selection of personnel for special education and in area of student services.
- Assesses site special education program effectiveness.
- Effectively plans, organizes and implements education programs and student support services.
- Analyzes data and prepares narrative reports related to special education and student services.
- Provide leadership for School Psychologists, Speech and Language Pathologist, Adapted Physical Education Specialists, Non-Public Schools, Preschool programs, OT/PT, and other support specialist.
- Directs the activities of assigned staff, both certificated and classified; appraise performance; provide support, technical direction, and guidance; make employment, transfer, and promotion recommendations.
- Prepares non-public school contracts to the Board of Trustees and supervises or monitors non-public school placements as required.
- Represent the District in mediation and due process hearings regarding individuals with exceptional needs.
- Assists in the areas of general education as it applies to student services including student discipline, safe schools, and related categorical programs; and consults with general education staff.

Other Job Functions:

- Works collaboratively with other divisions and departments to meet District goals and ensure alignment of program, services and operations.
- Directs other special projects and duties as assigned.
- Attends and participates in Education Services meetings and pertinent district, county and state workshops and meetings.
- Stays current with curricular/instructional research and materials through a variety of activities.
- Prepares administrative reports as required.
- Performs other duties as assigned

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Job Requirements – Qualifications:

Education and Experience Requirements:

- Masters degree in education or related field preferred.
- Three years of successful teaching.
- Three years of successful School site or District level administration experience preferred.
- Experience with diverse student and community populations.

Skills, Knowledge, Abilities, and/or Physical Requirements:

- Skills to effectively lead and organize; make decisions; multilingual skills desirable; function effectively in high-pressure situations; skills and dexterity to operate PC applications including the District's standards: Windows, Microsoft Office applications, and telecommunications (e-mail, intra/internet, etc.); use of English language in both written and verbal form to exchange information and make presentations; visually capable to read a variety of documents
- Knowledge of principles, goals, objectives, methods and strategies of school improvement and reform; philosophical, educational, fiscal and legal aspects of public education; procedures, methods, techniques and strategies related to the administration and operation of a school district; standards, curriculum, best instructional practices, strategies and techniques; program and activity evaluation strategies and procedures; and methods, procedures and strategies of instructional leadership.
- Abilities to effectively plan, organize and coordinate the management function of school programs and activities; demonstrate a positive instructional leadership model; effectively work as a member of a team; effectively analyze problems, issues and concerns and formulate appropriate alternative solutions; communicate effectively in oral and written form; establish and maintain effective organization, public and community relationships.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Valid California Administrative Services Credential.
- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculosis Clearance.

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Reports to: Assistant Superintendent, Education Services

Work Year: 225 Days

Salary Placement: Certificated Management Salary Schedule
Range – L

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board’s Policy on Evaluation of Management Team.

Board Approved: October 18, 2011