

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Assistant Director of Special Education

Salary Grade: Administrative Management

Salary Schedule: Appropriate Placement

Department: Special Education

Reports to/Evaluated by: Director of SELPA and Psychological Services

FLSA: Exempt

SUMMARY

To provide administrative assistance to the Director of SELPA and Psychological Services in enabling all students to utilize their educational opportunities to the fullest by ensuring a full continuum of appropriate educational programs and services is available.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitate effective communication between individuals with exceptional needs, parents, regular classroom teachers, special education teachers, agencies, administrators, support personnel, para-professional and regular peer populations.
- Observe and consult with special education teachers, plan instructional programs, coordinate curricular resources and assess program effectiveness of special education programs.
- Mediate compliance complaints and due process legal challenges brought by parents regarding special education implementation services and the IEP process.
- Provide staff development in: multidisciplinary assessment, placement and development/review of Individual Educational Plans; academic and non-academic needs of individuals with exceptional needs in the least restrictive environment; school consultation teams and regular education pre-referral activities; consultation skills and regular education/special education collaboration; role and responsibilities of instructional assistants; parent education and partnership in education; and State and Federal compliance, parents' rights and due process procedures.
- Attend meetings and conference to keep current with latest developments in educational technology and present these to instructional staff.
- Participate in State and County level special educational special education organizations, committees and task forces to maintain knowledge base of current trends and research in the field.
- Conducts on-site annual review and assists in follow-up and monitoring of student progress.
- Assists in inter-agency placements into programs outside the SELPA and develop transition plans for students entering programs from outside the SELPA.

Board Approved

05/19/2019

- Makes student Special Day Class assignments.
- Assists in developing class lists and teachers assignments for special education.
- Monitor enrollments in special education programs and assist in writing waivers to extend enrollment, as needed.
- Assists in the evaluation of special education program effectiveness.
- Assists in recruitment, selection, and recommendation for hiring of special education teachers.
- Assists in writing waivers for special education teachers who have not completed the special education credential process.
- Coordinates procedures for requisitioning, ordering, and paying for special education equipment and supplies.
- Coordinates the on-going development and revision of the special education handbook.
- Assists in developing and monitoring annual budgets for all special education programs.
- Maintains a permanent inventory of equipment purchased for special education.
- Performs other duties as assigned by the Director of SELPA and Psychological Services.

QUALIFICATIONS

- **Knowledge of:** The Director must keep informed of funding models and all legal requirements governing special education. Knowledge is also required to assume responsibility for development, coordination and implementation of aspects of the Special Education local plan. This position also requires the knowledge necessary to disseminate information regarding new and existing legislation pertaining to Special Education.
- **Ability to:** The position requires the ability to assume responsibility for development, coordination and implementation of the Special Education local plan and the implementation of Child Find Services. The Director must be able to coordinate and implement staff development plan and supervise program reviews and audits.
- **Education and Experience:** Minimum Qualifications include a California Administrative Services Credential; a Master's degree; and five years classroom experience or equivalent. Desirable Qualifications include an earned Doctorate degree and Administrative experience as a school site principal and/or District level administrator.
- **Working Conditions:** This is a management level position, under direction of Administrator, Special Education, and supervises Special Education personnel. The duties are performed under the FLSA classification of Exempt.