

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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| Position: | Director of Special Education | FLSA: | Exempt |
| Department/Site: | Special Education | Salary Grade: | Appropriate Placement |
| Reports to/Evaluated by: | Administrator, SELPA & Psychological Services | Salary Schedule: | Administrative Management |

SUMMARY

Responsible for all special education services throughout the district. Works with special and general education staff, administrators, parents, community, and advisory groups to establish district wide special education needs. Provides supervision of special education personnel and implements ongoing staff training.

NATURE AND SCOPE

This is a management level position, under direction of Administrator, SELPA & Psychological Services, which supervises SELPA & Psychological Services personnel.

ESSENTIAL TYPES OF DUTIES (Examples)

- Assumes responsibility for development, coordination and implementation of aspects of the Special Education local plan for Clovis Unified School District.
- Establishes effective liaison and when necessary inter-agency agreements with other local educational agencies, community services and agencies and State Department of Education to coordinate necessary programs and services.
- Recommends policies, procedures, programs and services essential to the educational needs of disabled children.
- Assigns allocation of instructional assistance time to special education programs.
- Assumes responsibility for implementation of Child Find Services within CUSD and coordinating with Fresno County, Fresno Unified and other LEA's in region.
- Responsible for coordinating and implementing staff development plan.
- Keeps informed of funding models and all legal requirements governing special education and psychological services.
- Assist in completing, maintaining and filing all reports and documents required by the State or Federal Governments
- Ensures the maintenance of complete and cumulative legal individual records of all children receiving special education classes.

- Interprets the legal requirements for services and programs to the staff, administration, Board and the public.
- Establishes a system for utilizing low incidence funds and maintains a permanent inventory of equipment and materials purchased for low-incidence and other special education programs.
- Coordinates procedures for requisitioning, ordering and payment for special education equipment and supplies.
- Supervises special education and school psychologist staff including coordinators, program specialists, and other special education specialists and teaching staff, instructional assistance, secretarial staff and individuals contracted to provide specialized services.
- Assists in recruiting, selection and recommendation for hiring of special education personnel and school psychologists.
- Performs other duties as assigned by the Administrator, SELPA & Psychological Services.

QUALIFICATIONS

Minimum Qualifications:

- California Administrative Services Credential; a Master's degree; and five years classroom experience.

Desirable Qualifications:

- An earned Doctorate degree.
- Administrative experience as a school site principal and/or District level administrator.