

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Administrator, Special Education	FLSA:	Exempt
Department/Site:	Instructional Services	Salary Grade:	Contracted
Reports to/Evaluated by:	Associate Superintendent, Instructional Services	Salary Schedule:	Admin. Management

SUMMARY

Enables all students to utilize their educational opportunities to the fullest by ensuring a full continuum of appropriate educational programs and services are available.

DISTINGUISHING CAREER FEATURES

This is a management level position, which supervises all Special Education lead personnel including the Assistant Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

- Assumes responsibility for development, coordination and implementation of aspects of the Special Education local plan for the 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.
- Allocates Instructional Personnel Service units in a fair, appropriate manner and in line with State Department guidelines.
- 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 the region.
- Assists in facilitating a Community Advisory Committee.
- Responsible for coordinating and implementing a staff development plan for Special Education personnel.
- Keeps informed of funding models and all legal requirements governing Special Education and psychological services.
- Assists in the preparation of reports and data collection necessary for reimbursement of funds.

Assumes responsibility for 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 services.
- Assists in developing plans for physical facilities and makes recommendations on design, furnishings and equipment for Special Education programs.
- 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.
- Approves all expenditures of funds used by Special Education and psychological services.
- Supervises Special Education and school psychologist staff including assistant directors, coordinators, program specialists, and other Special Education specialists and teaching staff, instructional assistance, clerical 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 Associate Superintendent of Instructional Services.

QUALIFICATIONS

Education and Experience:

Minimum Qualifications:

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

Desirable Qualifications:

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