

**Position Title:** Director of Special Education Services

**General Description:** Under the direction of the Superintendent or designee; plan, organize, control and direct District-wide Special Education operations and activities to meet the needs of students. Establishes implements and maintains all programs PreK-12, which serve all students. The Director assumes responsibility for working with all other district management personnel to maintain a quality instructional and support program as well as implementation of federal, state, and district policies and procedures in relation to Special Education.

**Duties and Responsibilities:** Administers the district's Special Education program PreK-12 including:

- Works with staff to monitor all Individual Educational Plans, 504s, SSTs, etc.
- Provides staff development for all special education staff related topics.
- Coordinates all placements and transportation for special education students.
- Provides input to evaluation of special education personnel and lead special education staffing.
- Supervises the delivery of psychological and counseling services and the intern psychologists and counselors.
- Monitors and supervises procedures and protocols related to student behavior, modifications, accommodations, suspensions, expulsions, etc. for students with disabilities.
- Prepares and monitors budgets for all above programs.
- Works closely with the Director of Student Services on Inter and Intra District Attendance Agreements for students with special needs.
- Provides consultation and technical expertise to District administrators, site administrators, staff, and others concerning special education standards, requirements, practices and procedures; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning special education student needs and behavior and related laws, codes, regulations and policies.
- Assist with the organizing, directing and reporting on District and State testing programs for special education students.
- Maintains current knowledge of laws, codes, and regulations and pending legislature related to personnel activities for students with disabilities; modify programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.
- Communicates with administrators, personnel, parents, and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.
- Operates a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Coordinates, attends and conducts a variety of meetings and committees; presents materials and information concerning Department programs, services, operations and activities; represent the District at local, regional and State meetings, conferences, in-services, boards, councils and events.
- Performs other tasks and duties as assigned.

## QUALIFICATIONS

### *Knowledge of:*

1. Planning, organization and direction of District-wide Special Education operations and activities.
2. Methods, procedures, and terminology used in special education.
3. Operations, policies and objectives relating to Special Education activities.
4. State credential requirements and procedures.
5. Practices and procedures related to IEPs, 504s, SSTs, student discipline of students with disabilities. etc.
6. Policies and objectives of assigned programs and activities within special education.
7. District Office organization, operations, policies and objectives.
8. Budget preparation and control.
9. Oral and written communication skills.

10. Principles and practices of administration, supervision, and training.
11. Applicable laws, codes, regulations, policies and procedures.
12. Interpersonal skills using tact, patience and courtesy.
13. Operation of a computer and assigned software.

***Ability to:***

1. Plans, organizes, controls and directs District-wide Special Education operations and activities.
2. Coordinates and directs communications, information, personnel and resources to meet District wide general and special education students' needs and assure smooth and efficient Department activities.
3. Supervises and evaluates the performance of assigned personnel.
4. Monitors, evaluates, determines, and coordinates response to staffing needs for various departments.
5. Provides consultation and technical expertise concerning students' needs.
6. Directs and participates in the recruitment, analysis, and hiring of special education.
7. Communicates effectively both orally and in writing.
8. Interprets, applies, and explains rules, regulations, policies and procedures.
9. Establishes and maintains cooperative and effective working relationships with others.
10. Operates a computer and assigned office equipment.
11. Analyzes situations accurately and adopts an effective course of action.
12. Meets schedules and time lines.
13. Works independently with little direction.
14. Plans and organizes work.
15. Prepares comprehensive narrative and statistical reports.
16. Directs the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION, EXPERIENCE, AND LICENSES:**

1. Bachelor's degree and Valid Administrative Services Credential
2. Five years teaching or school site experience
3. Two years in an administrative capacity
4. Valid California driver's license

**PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT**

The Physical Abilities and Other Conditions of Employment listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment, which may be required of positions in this class. Benicia Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

1. Vision: (which may be corrected) to read small print and see small objects.
2. Hearing: Sufficient hearing to hear conversations in person and on the telephone, and hear sounds clearly up to 5 feet.
3. Speaking Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.
4. Strength: to lift, push, pull, and/or carry objects, which weigh as much as 25 pounds on a frequent basis.
5. Smell: to distinguish strong odors.
6. Environmental Requirements: work alone; work inside as a primary assignment; work with interruptions.
7. Mental Requirements: to read and write English at a level necessary for job performance; make simple arithmetic computations; respond to emergencies and changes in schedules; plan work for self and others; keep records, follow schedules, and prepare routine reports.
8. This type of work requires occasional or frequent standing, walking, sitting, or reaching for extended periods of time.
9. Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate office equipment, and move about the work area and between work sites.