

## **MILL VALLEY SCHOOL DISTRICT**

### **Director of Special Education and Student Health**

#### **DEFINITION**

Under the general supervision and direction of the Superintendent, the Director of Special Education and Student Health is responsible for all special education programs including, but not limited to, supervision of assigned staff, instructional leadership, and compliance with District and SELPA mandates and state and federal law. The Director of Special Education and Student Health provides leadership, direction, and coordination for the development, operation and evaluation of all District special education and student health services as assigned by the Superintendent.

#### **DUTIES AND RESPONSIBILITIES**

The Director of Special Education and Student Health provides district-wide leadership and direction in the following areas:

- Implements the mission, strategic plan, goals, objectives and policies of the District
- Directs the operation, implementation, compliance, and evaluation of the Mill Valley School District Special Education
- Understands, interprets and applies federal, state and local laws, county and District policies and regulations; and employee contracts
- Plans and recommends department goals, policies and procedures for the implementation and evaluation of assigned learning support services and programs for children within special education
- Plans programs, coordinates curricular resources, develops and implements curriculum and evaluates effectiveness of programs for students with special needs.
- Works cooperatively with site and District administrators to insure the effective integration of learning support services within special education intervention programs
- Collaboratively supports the work of the District leadership team through active participation at all Administrative Council meetings
- Develops and recommends annual department budget allocations in consultation with the Superintendent and Assistant Superintendent, Business Services as it pertains to Special Education
- Determines appropriate staffing and program budgets for special education programs as provided by the District in accordance with the staffing ratios set by the District, Marin County Office of Education (MCOE), Special Education Local Plan Area (SELPA)
- Acts as a liaison regarding governance and provision of service between and among the District, SELPA, and MCOE
- Evaluates Speech and Language Specialists, Psychologists, Nurse, Health Specialists, Administrative Assistant and other personnel as directed by the Superintendent
- Provides instructional support in the supervision and evaluation of Special Education staff
- Assists staff and community in incorporating children with special needs into the academic and social programs of the schools
- Seeks grants and other potential funding sources for the purpose of advancing the special education programs under his/her direction
- Serves as District administrative coordinator for the implementation and maintenance of the Americans with Disabilities Act (ADA)
- Supervises assigned personnel and coordinates the District home and hospital program
- Supervises the District nurse in the implementation of the District health services programs and requirements
- Facilitates the resolution of parent complaints regarding special education and student health
- Identifies and provides appropriate staff development activities/programs for assigned staff in assigned programs, meeting all legal and programmatic requirements for special education
- Develops, recommends for approval, and monitors all contracts with other public

education and non-public schools for required learning support programs and services not available within the District

- Supervises the confidentiality requirements of student Special Education files and provides guidance to administrators and staff on any related District, state, or federal regulations
- Compiles and submits or oversees the submission of all Special Education and Health related compliance reports
- Prepares all appropriate and required agenda items and submits to the Superintendent for information, discussion and action items at Governing Board meetings
- Attends all Governing Board meetings
- Performs other related and specialized duties as may be assigned by the Superintendent

### **Knowledge and Skills**

- Experience as a Special Education Coordinator
- Knowledge of laws and regulations governing Special Education
- At least 2 years experience working with Preschool/ Early Childhood Special Education Students
- 3-5 years of experience working as a Special Education teacher in grades PreK-8th
- Knowledge of curriculum planning for different age levels
- Experience working with SEIS and CALPADS
- Leadership Experience
- Ability to establish and maintain effective working relationships with administrators, teachers, parents, and other staff members

### **REQUIRED EXPERIENCE AND EDUCATION**

- Valid and appropriate California Administrative Credentials reflecting the primary responsibilities of the position
- Master's Degree
- Minimum three years successful classroom and/or special education classroom/program experience or equivalent working with diverse learners
- Successful school and/or district leadership and management experience.
- A valid California Driver's License

**MILL VALLEY SCHOOL DISTRICT  
DIRECTOR OF EDUCATIONAL TECHNOLOGY  
DIRECTOR OF HUMAN RESOURCES  
DIRECTOR OF SPECIAL EDUCATION & STUDENT HEALTH  
DIRECTOR OF STUDENT SUPPORT SERVICES  
ANNUAL SALARY SCHEDULE  
2020-2021**

<b>STEP</b>	
1	149,284
2	152,991
3	156,791
4	160,686
5	164,679
6	168,768
7	172,965
8	177,263
9	181,671
10	186,187
15	190,187

**WORK YEAR**

225 Days

**INCLUDED IN BASE SALARY**

Masters Degree Required

Step 15 upon 5th year at step 10 and completion of 10 years of Mill Valley School District Administrative service.

**MILEAGE & CELL PHONE**

Mileage and personal cell phone use for business purposes included in base pay.

**BENEFITS**

Health, dental and vision benefits allowance at same rate currently provided by District to certificated staff. These positions are not eligible for cash-in-lieu.

**RETIREMENT BENEFITS**

If at age 55 or older, and having served as a Director in the District for 10 years or more, the Director retiring from the District will be eligible for same medical benefits to which members of certificated bargaining unit are entitled upon retirement. Also, if the insurance company concurs, continue participation in the dental insurance coverage by making appropriate payments to the District.

**SICK LEAVE**

Director's are entitled to 12 days per year of sick leave, commencing on the first day of employment. Sick leave for the Administrator who works less than full-time shall be pro-rated proportionately to their workload.

**SALARY ADJUSTMENTS**

3% Salary Increase effective 7/1/2020

Adopted by Governing Board: 12/16/2019

Revised by Governing Board: 8/13/2020

Effective July 1, 2021