

BRIEF DESCRIPTION OF POSITION:

Under the supervision of the Director of Special Education, coordinate the research and implementation of effective instructional programs for students with disabilities in District and assists with the operation of the District's Special Education programs and services. Oversee the students' mild/moderate programs (RSP, SDC non-severe, Autism and ED), Paraprofessionals and home hospital teaching. Assist in the planning, development, implementation, maintenance and evaluation of programs for individuals who qualify for special education services; provides training to special education staff, general education staff, administrator, classified staff and parents; monitors program compliance; maintains special education budgets and monitors expenditures; serves as a resource in the assessment and instructional planning of individuals who qualify for special education services; supervises and evaluates certificated and classified staff; and works on other duties as directed.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Coordinates school staff and other District staff to research and implement effective programs for students with disabilities at District schools. E
- b. Participates in the design, coordination and implementation of collaborative programs that support Least Restrictive Environment. Provides direct support and assistance to site administrators and teachers. E
- c. Plans and supports professional development regarding instructional programs and strategies for students with disabilities. Supervises, evaluates, and assists with the training of assigned District-level and site special education staff. E
- d. Identifies instructional techniques and strategies that improve the achievement of special education students in both special education and general education classes; conducts professional development activities; provides classroom support. E
- e. Integrates researched-based instructional programs and strategies for students with disabilities that align with the District's general education program. Assists with special education curriculum revision and development. E
- f. Collaborates with other District offices in the development and implementation of materials, programs, and training to enhance access to the core curriculum for students with disabilities E
- g. Analyze data and applies the analysis in assisting Educational Services, Special Education and staff in implementing age/grade appropriate programs and services for students with disabilities. E
- h. Assists with training for all district staff on special education laws, regulations and district procedures. E
- i. Works with other Divisions, departments and school staff to develop strategies that reduce inappropriate referrals for special education programs and services. E
- j. Plans, designs and implements mandate as well as prepare documents and reports related to state and federal legislative compliance. E
- k. Recruit, evaluate, and manage special education staffing including certificated staff, instructional aides, and other support staff. E
- l. Coordinate the allocation of teaching and support staff to school sites and programs. E
- m. Maintain accurate special education records and monitors the documentation of special education services provided E.
- n. Coordinate referrals from Regional Center and communicate with SELPA director as needed E.
- o. Serves on district, local, county and state committees as assigned. E
- p. Directs and evaluates the performance of subordinate personnel E
- q. Performs other tasks and assumes responsibilities as may be assigned by proper authority.

REQUIREMENTS

CREDENTIAL:	Current Valid Administrative Credential
EDUCATION:	Master's Degree or Equivalent
EXPERIENCE:	Extensive Experience in Special Education
WORK YEAR:	Certificated Management Work Year
SALARY:	Certificated Management Salary Schedule; Range E
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance.