

**Mt. Diablo Unified School District**

**ADMINISTRATOR SPECIAL EDUCATION**

**Primary Function**

Plans, implements, coordinates and evaluates all aspects of district-wide programs providing special educations such as the Special Day Class Program, the Resource Program, the County and Center Programs, and transportation.

**Directly Responsible To**

Assistant Superintendent, Special Education

**Supervision**

Supervises agency personnel and evaluates assigned certificated and classified staff.

**Duties & Responsibilities**

1. Coordinates, supervises, develops and organizes the Special Day Class and Resource Programs throughout the district in accordance with state and federal laws and regulations.
2. Organizes and implements the district programs for special education infant and preschool age children.
3. Assists in the organization of transportation systems to deliver students to County, NPS, and special day classes.
4. Monitors eligibility and arranges transportation for applicable students as required.
5. Develops and administers budget, contracts and expenditures relating to resource, non-public schools and agencies, special day classes and centers.
6. Keeps resource and special day teachers informed as to program implementation, district policies, and state/federal laws and regulations regarding special education.
7. Interprets for school staff, laws, regulations, and policies governing special day classes and resource programs.
8. Plans and implements an in-service training program for new and continuing special education assistants.
9. Maintains up to date records on all special day class and resource students.

### Administrator Special Education

10. Supervises and evaluates clerical staff assigned to support programs for special day classes/centers, non-public schools and agencies, resource program and transportation for special education students.
11. Supervises and evaluates special day class teachers and resource specialists who are in temporary or probationary status, or serve more than one school. (Usually 10 to 20 certificated staff per year.)
12. Reviews all special day class placements and documents as to accuracy and completeness.
13. Reviews all caseload documentation for resource teachers to monitor compliance.
14. Works collaboratively with Special Education Program Specialists to ensure appropriate special day class placements and instruction.
15. Works collaboratively with Student Services and Nurses to provide additional medical coverage for medically fragile students and those requiring medical monitoring.
16. Coordinates Medical billing and purchasing for contracted vendors.
17. Develops and administers the annual budget for health assistants, special day classes and the resource program.
18. Supervises budget development for Centers/Schools.
19. Supervises the inclusion program and staff.
20. Develops and maintains on-going contact with parents and parent groups and organizations
21. Assists in the planning and implementation of in-service training programs for administrators, teachers assigned to Special Day Classes and Centers/Schools, the Resource Program classified personnel, outside consultants, parents and others.
22. Trains, arranges training, assigns and monitors special education assistants with regard to program need.
23. Regularly attends IEP meetings District-wide where outside specialists, advocates or attorneys will be present to mediate and apply dispute resolution strategies in order to facilitate successful, reasonable conclusions.
24. Represents the district in due process hearings, in Federal court, and at mediations.

## **Administrator Special Education**

25. Provides assistance to principals and administrators with their respective special education programs by problem solving, providing training or program assistance, working with special education problems, and by assessing program needs.
26. Attends job-related meetings and activities specified by the Assistant Superintendent, Special Education.
27. Collaboratively prepares required state/consent decree reports.
28. Performs additional duties as assigned by the Assistant Superintendent, Special Education as an adjunct to regular stated duties.
29. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

## **Qualifications**

### **Knowledge and Skills**

1. Knowledge and understanding of special education laws, regulations and procedures.
2. Knowledge of special education programs for ages 0-22.
3. Knowledge of disabilities as well as treatment and remediation strategies.
4. Ability to exhibit the qualities of leadership essential to the successful administrations of special education.
5. Ability to exercise good judgment and tact.
6. Ability to cope with emergency situations.
7. Knowledge of effective employee supervision and evaluation procedures and techniques.
8. Knowledge of curriculum concepts and materials pertinent to special education.
9. Ability to speak and write effectively and use technology as a communication tool.
10. Knowledge of the principles of organization and management.
11. Ability to assemble and analyze data, and make appropriate recommendations for actions.

## **Administrator Special Education**

### **Qualifications (continued)**

12. Ability to work effectively with all segments of the educational community and general public.
13. Knowledge of school district operations and procedures.
14. Knowledge of the principles of staff training and development.
15. Ability to work effectively with individuals and large groups.

### **Education, Training, and Experience**

1. Post graduate work in school administration, curriculum and instruction, or a related field. Advanced training and related experience in the education of individuals with exceptional needs.
2. Knowledge and experience in one or more areas of major handicapping conditions, in preschool handicapped, career/vocational development, and transition assistance.
3. Experience with disability treatment and remediation strategies.
4. Successful experience as a special educator (teacher, psychologist, speech pathologist, etc.)
5. Progressively responsible experience in providing leadership in a school or district setting, or both.
6. Possession of an administrative credential.
7. Possession of a special education credential or related credential.
8. Knowledge of curriculum concepts and materials pertinent to special education.
9. Ability to speak and write effectively.
10. Experience in directing/supervising the work of others.
11. Experience in staff training or development.

**Work year 248 days  
Salary Range 25**

**Board Approved: October 11, 2011**