SOLEDAD UNIFIED SCHOOL DISTRICT

DIRECTOR OF SPECIAL EDUCATION

DESCRIPTION OF POSITION
Under the direction of the Superintendent, the Director of Special Education will plan, develop and coordinate the implementation of federal and state grants in accordance with their guidelines.

ESSENTIAL FUNCTIONS OF POSITION
To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLE OF DUTIES
Duties may include, but not limited to the following:

Directs the development, implementation and monitoring of the instructional program and eligibility requirements for all qualifying for special education; Prepares and monitors annual budget for special education; Designs and implements staff development activities based on data collected through needs assessments; Evaluates program procedures to ensure that compliance with standards of various regulatory agencies is acceptable and that instructional efforts are appropriate for identified individuals; Provides technical assistance as may be required by site administrators in the evaluation of special education instructors; Supervises and evaluates certificated and classified special education staff; Represents the district and participates in IEP meetings, informal conferences, mediations and due process hearings to resolve issues for special education students; Responds to, negotiates and resolves sensitive, significant, and controversial issues, inquiries, and complaints; Assesses program effectiveness, analyzes problems, identifies solutions, and implements action plans; Monitors changes in legislation and legal guidelines; Disseminates information to Superintendent, Principals and other District Stakeholders. Performs other related duties as assigned by the Superintendent.

PHYSICAL REQUIREMENTS
Incorporated within one or more of the essential functions of the position are the essential physical requirements. Ability to see for purposes of observing teacher and support staff and reading materials, reports, budgets and other printed matter. Ability to understand speech at normal levels in person or on the telephone. Ability to communicate so others will be able to clearly understand a normal conversation in person or on the telephone. Ability to operate equipment, computer, copy machine, and other office equipment with dexterity. Ability to occasionally lift/carry supplies and printed materials weighing up to 25 pounds.
WORKING CONDITIONS
Office work environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, and reaching in all directions.

PROFESSIONAL QUALIFICATIONS
Valid California Teaching Credential, Administrative Services Credential, Master’s Degree with advanced coursework in specialty area.

Five years of successful classroom teaching experience, experience and/or specialized training in special education programs.

EVALUATION
Evaluated by the Superintendent or the Associate Superintendent

Board Adopted: January 15, 2014