

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title: Senior Director of Student Support Services/Special Education

Reports To: Assistant Superintendent,
Education Services

Department: Education Services

Classification: Management / Supervisory

Work Year: 12 Months

Salary: Management Salary

Basic Functions:

Under direction of Assistant Superintendent of Educational Services, will provide supervision for Special Education mild/moderate and severely handicapped educational programs and all related student support services.

Representative Duties:

1. Plan and recommend program goals and objectives for special education classes from preschool through adult transition, maintaining awareness of current laws, policies and regulations pertaining to assigned programs.
2. Directly supervise and evaluate district special education management, psychologists, and nurses. Coordinate supervision and evaluation of district severely handicapped school staff. Assist school administrators with mild/moderate classroom issues.
3. Coordinate staff development for all special education certificated and classified classroom staff including implementation of Common Core State Standards.
4. Represent the district in legal proceedings regarding the Office of Civil Rights and Office of Administrative Hearings, including working closely with district legal staff.
5. Develop and maintain liaison with appropriate governmental agencies and relevant community groups; remain current on legislation pertaining to areas of special education.
6. Prepare and monitor budgets pertaining to all special education programs, including educationally related mental health services.
7. Perform regular program reviews; recommend changes in program administration, methodology, curriculum or procedures as necessary.
8. Interpret laws, regulations, policies and procedures to determine appropriate actions; advise and direct district and school personnel and parents.
9. Assist in the interpretation of the special education program to the board of education, district staff, parents, other agencies and the community.
10. Recommend to the Assistant Superintendent of Educational Services the placement of special education classrooms and facilities within the district.
11. Coordinate district special education program currently maintained by Riverside County Office of Education. Establish and maintain special education referral procedures for district schools.
12. Established regularly scheduled meetings with Assistant Superintendent of Educational Services.

Knowledge and Skills Required:

1. Knowledge of State and Federal legislation as it relates to Special Education
2. Knowledge of budget and funding requirements for Special Education.
3. Skill in providing leadership to personnel within organizational setting.
4. Skill in working with a diverse group of individuals and handling situations with tact, diplomacy and discretion.
5. Skill in written and oral communication.
6. Skill in establishment and maintenance of effective working relationships.
7. Skill in analyzing situations accurately in adopting course of action.
8. Knowledge of current federal and state curriculum and instructional standards and expectations for special education students.

This job is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

Education and Experience

1. Master's Degree in Education
2. Appropriate California Credential authorizing services
3. Three (3) years teaching experience or comparable in the field of special education
4. Three (3) years administrative and/or supervisory experience, preferably including school administration

Licenses, Certifications and Testing Required:

Must possess or have the ability to obtain a valid California Driver's license

Physical Requirements and Working Conditions

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

Work Days: 226 Days