



Job Description

POSITION TITLE: Director I #6153
Special Education

SALARY PLACEMENT: Senior Management Salary Schedule
Range 1

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master’s Degree and valid California Teaching Credential in a special education related field. Possess an Administrative Services Credential, and one (1) year of Administrative experience in Special Education.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five (5) years experience working with special education programs in an educational setting. Previous work experience with moderate to severe disabilities, low incidence disabilities and related service providers.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Possess a valid California driver’s license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:

Experience with moderate to severe disabilities, low incidence disabilities and related service providers. Knowledge of alternative dispute resolution strategies, federal mandates to ensure compliance, current legal issues in the field of special education and current trends impacting special education. Demonstrate exceptional service.

DISTINGUISHING CHARACTERISTICS:

The Director I represents advanced management positions and has three levels.

SUMMARY OF POSITION:

Under the supervision and direction of the Division Director of Special Education Programs, the Director I will provide leadership, and oversight to a variety of satellite based special day classes. Assist in the development and implementation of the Special Education budget; direct and supervise certificated and classified staff as assigned; develop, implement and monitor special projects as assigned. Assist IEP teams in ensuring students receive Free and Appropriate Public Education (FAPE).

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government and educational agencies, assessment and communication contractors, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.

4. Participate, coordinate, facilitate, or conduct a variety of meetings, staff development, professional development, committees, trainings, workshops, and/or conferences in order to present material and information concerning state and department programs, services, operations, and activities.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program and contracts.
12. Oversee and assist in budget development.
13. Maintain full knowledge of budgets and provide supervision of the fiscal functions.
14. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

4/11/2018 final sc