



## Job Description

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| <b>POSITION TITLE:</b>   | <b>Director II<br/>Special Education</b>              | <b>#5009</b> |
| <b>SALARY PLACEMENT:</b> | <b>Senior Management Salary Schedule<br/>Range II</b> |              |

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### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master’s Degree, valid California Teaching Credential, and an Administrative Services Credential. Five years of classroom teaching and three years of educational administration experience.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess an Education Specialist Instruction Credential.

### **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. Ability to manage and oversee budgets. 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 in supervising staff in Severely Handicapped or Low Incidence Programs, such as Deaf, Hard of Hearing, Visually Handicapped, and Severely Orthopedically Handicapped. Implement Special Education state and federal mandates and ensure compliance. Knowledge of complaint procedures and legal due process proceedings.

### **DISTINGUISHING CHARACTERISTICS:**

The Director II represents Range II of the Senior Management Salary Schedule, and provides leadership and vision for the organization. This position requires educational management experience.

### **SUMMARY OF POSITION:**

Assist the Division Director of Special Education in planning, organizing, and directing the services of the Special Education Instructional Programs of SJCOE. 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; provide responsible and professional staff assistance and management of Special Education services and activities.

### **ESSENTIAL FUNCTIONS:**

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

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and time lines.
12. Prepare reports as needed for program.
13. Maintain full knowledge of budgets and provide supervision of the fiscal functions.
14. Participate in the development of programs and services to ensure implementation of assigned special education classes, and be responsive to parent and district needs.
15. Recommend, select, and train staff relative to program objectives.
16. 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, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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