

## **DIRECTOR II (PSYCHOLOGICAL SERVICES/SPECIAL EDUCATION)**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the supervision of the Assistant Superintendent of Business Services and Assistant Superintendent of Student Services. Assists in the planning, development, implementation, evaluation and maintenance of programs for individuals with exceptional needs; provides training to special education staff, general education staff, administrators, classified staff and parents; monitors program compliance; provides curricular resources to teachers and specialists; provides consultation and support to site administrators and staff in the area of special education, 504s, Foster/Homeless Students, and related intervention services; responsible for the coordination of special education programs and related intervention services and staff within his/her respective assignment; assists in the evaluation and supervision of support staff; and to do other related functions as directed.

### **ESSENTIAL JOB FUNCTIONS:**

- Assist staff in the assessment and plans of actions for individual students and class needs in learning, emotional, behavioral and adjustment needs throughout the district
- Provide consultation and advisement to psychologists, administrators, parents and other staff regarding cases as well as general and specialized psychological services throughout the district
- Provide administrative support to principals, vice principals and counselors
- Monitor program compliance in accordance with State and Federal law
- Observe, supervise, train, consult with, and assist teaching staff and specialists in the development and implementation of individualized education programs (IEPs) for individuals with exceptional needs
- Coordinate interagency services to all students, including those with special education needs
- Serve as the administrative designee in making decisions for district level pupil transfers, transfers between site programs, transfers between inter/intra SELPA districts and non-public school placements
- Work cooperatively with staff and parents toward resolution of mutual concerns
- Perform personnel functions (e.g. recruitment, hiring, evaluations, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring that objectives of Special Education programs are achieved within budget
- Coordinate the allocation of teaching and support staff to each site/program
- Prepares documentation for the purpose of providing written support and/or conveying information
- Serve as District representative in special education mediation and due process hearings
- Assist staff in the development, implementation, and monitoring of instructional programs for Special Education and related intervention services and parent education programs
- Provide professional development to the TCSD staff to support a high quality instructional and parent education program specific to Special Education and related intervention services
- Monitoring of special education and at-risk students' progress and evaluating the students' achievement in relation to learning objectives and goals
- Coordinate curricular resources in the areas of special education, psychological, health and mental health services
- Evaluate Special Education programs and/or projects for the purpose of carrying out and achieving objectives within area of responsibility
- Direct psychological resources and services for district wide crisis intervention aftermath
- Maintain professional competence through participation in inservice education activities provided by the District and self-directed professional growth activities
- Select and requisition books, instructional aids and supplies for the Special Education and related intervention programs to the extent needed

- Develop proposals, new programs, budgets and grants for the purpose of meeting District goals
- Coordinate the allocation of fiscal resources to each site/program
- Assist in LEA and MAA billing
- Assist sites with 504s
- Assist with Promotion/Retention and Acceleration policy
- Assist with GATE policy and identification
- Other additional duties

**EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally

**KNOWLEDGE OF:**

- Current instructional and curriculum practices
- District policies and procedures
- General record keeping practices
- School rules and safety procedures
- Student assessment strategies
- State teaching and curriculum standards

**SKILL AND ABILITY TO:**

- Plan, organize and direct instructional activities for school age children
- Work effectively with students, staff and parents
- Participate cooperatively with other professionals
- Interact positively with colleagues, employers, parents, and community
- Analyze assessment data
- Communicate effectively with students, parents, and staff both verbally and in written form
- Assess and prescribe according to student academic needs

**PHYSICAL FUNCTIONS:**

- Sit and stand for extended periods of time
- Reach in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 pounds
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

**QUALIFICATIONS:**

- Valid Pupil Personnel Services Credential with a specialization in School Psychology

**WORK YEAR:** 210 work days

**This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**

Update: July 12, 2016  
Board approved: July 8, 2014