

**UNION SCHOOL DISTRICT**  
**DIRECTOR of SPECIAL EDUCATION & STUDENT SERVICES**

**The Position**

Under the direction of the Associated Superintendent, Learning & Innovation the Director of Special Education & Student Services reports to the Associate Superintendent, Learning & Innovation and directs, develops, organizes and oversees all special education and non-special education student services; locates appropriate assistance and resources to support schools' needs; and assists in the development, implementation and evaluation of grants.

**REPRESENTATIVE DUTIES**

- Leads & coordinates the duties of, but not limited to:
  - Program Specialist
  - Mental Health Therapist
  - Mental Health Inter Therapist
  - Psychologists
  - Nurses
  - Administrative Assistant I & II
- Directs, develops, organizes and oversees all special education functions, including, but not limited to:
  - Student placement and progress;
  - Monitoring special education services;
  - Coordination of staffing with human resources and business departments;
  - Participating in IEP's;
  - Participating in mediation;
  - Serving as SELPA Operations/Liaison;
  - Liaison to Non-Public Schools;
  - Preparation of information regarding related training;
  - Organize, schedule and deliver appropriate trainings;
- Coordinates home/hospital services, independent study, suspensions and expulsions;
- Facilitates Student Attendance Review Board (SARB) and district attendance improvement program;
- Coordinates student health, social/public health services;
- Directs and supports the Extended School Year (ESY) with the ESY program for special education students;
- Monitors the Family Educational Rights and Privacy Act (FERPA); and
- Coordinating counseling support for sites.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- All facets of special education;

- Legal mandates related to special education;
- The IEP process;
- Broad curricula and instructional practices, teaching strategies, content, and resources;
- Content and performance standards;
- Consultation, collaboration, and motivation with adults; and
- School and district leadership experience;

**Ability to:**

- Teach in a special education setting—any classroom requiring a mild/moderate, moderate/severe, resource specialist or speech language credential OR served as a school psychologist;
- Analyze and interpret of data;
- Effectively communicate orally and in writing;
- Demonstrate technical proficiency;
- Collaborate with others in planning and implementing effective programs, including staff and parent training (as appropriate), within established budget constraints;
- Analyze complex situations and prepare response alternatives for consideration by decision-making groups;
- Research, synthesize, develop curricula and/or grant proposals;
- Lead highly-energized teams, characterized by honest and open communication, mutual respect, and commitment to the organization as a whole;
- Act as an agent of change;
- Supervise and evaluate the performance of assigned staff; and
- Maintain regular attendance.

**Qualifications**

*Required Certification, Education and Experience:*

Must have a Bachelor’s degree from an accredited college or university with major course work in Education or a related field, Master's degree preferred; a valid California Special Education Teaching Credential or Pupil Personnel Services Credential; a valid Administrative Services Credential; Administrative experience and/or experience managing teacher-coaching and professional development resources; and a valid California driver's license.

*Personal Characteristics:*

The District is seeking a candidate, who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

**SALARY & BENEFITS:** The Director, Special Education & Student Services, is compensated per the Management Salary Schedule. This position works 221 days. The District provides a competitive benefit package.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment with high noise and distraction levels.

Driving a vehicle to conduct work at other sites.

**PHYSICAL DEMANDS:**

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;

Ability to conduct verbal conversation and or training in English and, possibly, a designated language;

Hear normal range verbal conversation (approximately 60 decibels);

Sit, stand, stoop, kneel, bend and walk;

Sit for sustained periods of time;

Lift up to 5 or more pounds;

Carry up to 5 or more pounds;

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;

Operate office machines and equipment in a safe and effective manner;

Demonstrate manual dexterity necessary to operate computer keyboard at the required speed and accuracy; and

Conduct frequent repetitive arm, hand and body motion.

**Disaster Service Worker**

*CA Government Code 3100.* It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.