

## **Mt. Diablo Unified School District**

### **ADMINISTRATOR RELATED SERVICES**

#### **Primary Function**

Plans, implements, coordinates, and evaluates a district-wide program of Special Education Related Services and Programs including but not limited to Occupational Therapy, Physical Therapy, Speech/Language Therapy, Deaf and Hard of Hearing/Vision Services, Infant/Toddler Program, Assistive Technology/Augmentative Communication, and Adapted Physical Education.

#### **Reports Directly To**

Assistant Superintendent, Pupil Services/Special Education or designee

#### **Supervision**

Supervises and evaluates assigned certificated, classified, and agency personnel.

#### **Duties & Responsibilities**

1. Develops procedures and practices necessary to implement district policy and/or changes in state and federal laws applicable to the related services programs.
2. Develops and administers the related services budgets.
3. Supervises and evaluates related services personnel.
4. Supervises and evaluates clerical staff assigned to the related services program.
5. Coordinates position control and work assignments for related services personnel.
6. Develops and maintains on-going contact with parents/parent groups, organizations, and agencies in the community.
7. Assists in the planning and implementation of in-service training programs for administrators, staff, outside consultants, parents, and others.
8. Implements and maintains procedures for frequent interactions between staff members, parents, and community members.

### **Administrator Related Services**

9. Represents the district at due process hearings, in Federal court, and at mediation.
10. Provides assistance to principals and administrators with their respective special education programs by problem solving, working with special education problems, and by assessing program needs.
11. Attends job-related meetings and activities specified by the Assistant Superintendent Student Services and Special Education.
12. Coordinates Medi-Cal billing and purchasing processes for related services programs.
13. Coordinates and supervises the activities of the special education management information services (MIS).
14. Provides administrative support for the full inclusion program and staff.
15. Performs additional duties as assigned by the Assistant Superintendent Student Services and Special Education.
16. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

### **Qualifications**

#### **Knowledge and Skills**

1. Knowledge and understanding of special education laws, regulations, and procedures.
2. Knowledge of special education programs for ages 0-22.
3. Knowledge of disabilities as well as treatment and remediation strategies.
4. Ability to exhibit the qualities of leadership essential to the successful administrations of special education.

## **Administrator Related Services**

### **Qualifications (continued)**

5. Ability to exercise good judgment and tact.
6. Ability to cope with emergency situations.
7. Knowledge of effective employee supervision and evaluation procedures and techniques.
8. Knowledge of curriculum concepts and materials pertinent to special education.
9. Ability to speak and write effectively and use technology as a communication tool.
10. Knowledge of the principles of organization and management.
11. Ability to assemble and analyze data, and make appropriate recommendations for actions.
12. Ability to work effectively with all segments of the educational community and general public.
13. Knowledge of school district operations and procedures.
14. Knowledge of the principles of staff training and development.
15. Ability to work effectively with individuals and large groups.

### **Education, Training, and Experience**

1. Post graduate work in school administration, curriculum and instruction, or a related field. Advanced training and related experience in the education of individuals with exceptional needs.
2. Knowledge and experience in one or more areas of major handicapping conditions, in preschool handicapped, career/vocational development, and transition assistance.
3. Experience with disability treatment and remediation strategies.
4. Successful experience as a special educator (teacher, psychologist, speech pathologist, occupational therapist, etc)
5. Progressively responsible experience in providing leadership in a school or district setting, or both.

## **Administrator Related Services**

### **Qualifications (continued)**

6. Possession of an administrative credential.
7. Possession of a special education or related credential.
8. Knowledge of curriculum concepts and materials pertinent to special education.
9. Ability to speak and write effectively.
10. Experience in directing/supervising the work of others.
11. Experience in staff training or development.

Salary Range= 19  
Work year 248 days

Board Approved: