

MT. DIABLO UNIFIED SCHOOL DISTRICT
Administrator, Non-Public Schools and Agencies

Primary Function Oversee the planning and coordination of Non-Public School/Agencies (NPS/A) Program and Services budget including program placement, program oversight and program development.

Directly Responsible to Chief, Pupil Services and Special Education or Designee

Major Responsibilities

1. Communicates with appropriate Non-public schools and agencies related to program operations and placements focused on maintaining students in least restrictive environments.
2. Advises and collaborates with Program Specialist and site staff regarding placement of students in the Non-Public School (NPS) programs.
3. Represents the district in IEP meetings related to NPS Placements.
4. Maintains records related to NPS/A services.
5. Maintains a tracking system of information related to NPS/A students.
6. Monitors NPS sites for annual site visit compliance.
7. Develops training opportunities for district and site staff, as appropriate.
8. Advises the Chief, Pupil Services and Special Education of program/policy needing development in relation to NPS/A placements.
9. Maintains on-going communication with parents/community.
10. Participates as staff to the Community Advisory Committee.
11. Responds to parents regarding NPS/A issues.
12. Works with the Special Education Administrative team to identify systemic improvements that will increase placement in Least Restrictive Environments.
13. Develops and implements contracts with non-public schools.
14. Oversees the budget for non-public schools and non-public school agencies in collaboration with the staff in the fiscal department.
15. Performs other activities and duties as required or assigned by the Chief Pupil Services and Special Education.
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Qualifications Knowledge and Skills

1. Extensive knowledge of State and Federal 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 administration of special education.
5. Ability to exercise good judgment and tact.
6. Ability to cope with emergency situations.
7. Knowledge of curriculum concepts and materials pertinent to special education.
8. Ability to speak and write effectively.

9. Ability to work effectively with all segments of the educational community and general public.
10. Knowledge of school district operations and procedures.
11. Ability to work effectively with individuals and large groups.

Education, Training and Experience

1. Post graduate work in special education, pupil personnel services, school administration, or a related field. Completion of a masters of education in Special Education or in a related field.
2. Knowledge and experience in one or more areas of major disability conditions, in preschool handicapped, career/vocational development, and transition assistance.
3. Progressively responsible experience in providing administrative leadership in either special education or pupil personnel services.
4. Knowledge of curriculum concepts and materials pertinent to special education.

Licenses and Other Requirements

Bachelor's Degree in Special Education or related field
Possession of a valid California driver's license.

Management Salary Schedule Range 25

Approved by the Board of Education: XXXX