

MT. DIABLO UNIFIED SCHOOL DISTRICT

Director of Special Education

Primary Function

Provide administrative leadership and assume responsibility for the planning, implementation, and evaluation of district-wide special education programs and services.

Directly Responsible To

The ~~Assistant Superintendent, Special Education Chief, Pupil Services & Special Education~~

Supervision

At the direction of the ~~Assistant Superintendent, Special Education Chief, Pupil Services & Special Education~~ may be responsible for the evaluation and supervision of ~~Related Service Personnel the following job classifications:~~

~~Administrator, Special Education—SDC Administrator, Special Education—DIS/RS Principal, Special Education School Program Specialist School Psychologist Supervises and evaluates other assigned certificated and classified staff.~~

Major Responsibilities

1. Assist in the organization, administration, and supervision of the special education programs and services.
2. Develop and implement in-service programs related to special education for staff, as well as the parent community.
3. Assist in the development of an effective communication network to support parents and maintain positive communication.
4. Supervise and monitor the Management Information System for Special Education Students
5. Complete and submit accurate reports as required by district, state, and federal jurisdictions.
6. Meet on a regularly scheduled basis with school-level leadership personnel responsible for special education in the schools.
7. Work with other departments and school sites to assure the alignment of the curriculum between the general education program and the curriculum offered in the Special Education classroom.
8. Assist in the supervision and ~~counseling of guidance for~~ special education staff in the operation of their programs and recommends modification and/or

additional programs as needed.

9. Supervise, evaluate and monitor the performance of certificated and classified personnel directly responsible to him/her.
10. Assist in the administration of all department-related aspects of negotiated employee contracts.
11. Administer, supervise, coordinate and evaluate Special Education Programs in accordance with the Local Plan for Special Education

~~a. Special Education Centers~~

b. ~~Psychological Services Program~~

12. Provide leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching.
13. Work cooperatively with individuals and groups in relating the activities of special education with district-wide education programs.
14. Work cooperatively with the Directors of Certificated and Classified Personnel Services in recruitment, development, interviewing, selection, assignment, transfer, and separation of special education personnel.
15. Act as liaison between district programs and the appropriate local, county, state, and national agencies.
16. Seek out alternative funding sources through grants and other sources.
17. Develop and maintain liaisons with appropriate referral agencies in the community.
18. Attend all meetings and other job-related meetings and activities specified by the ~~Assistant Superintendent, Special Education Chief, Pupil Services & Special Education~~.
19. Perform additional duties assigned by the ~~Assistant Superintendent, Special Education Chief, Pupil Services & Special Education~~ as an adjunct to the regular stated duties.
20. Perform those duties and responsibilities including supervisory and advisory as may be prescribed by the ~~Assistant Superintendent, Special Education Chief, Pupil Services & Special Education~~.
21. Act as administrative head of the special education department in the absence of the ~~Assistant Superintendent, Special Education Chief, Pupil Services & Special Education~~ when so assigned.

Knowledge and Skills

1. Knowledge of principles of organization and management.
2. Ability to exhibit the qualities of leadership essential to the successful administration of a comprehensive program of special education as well as a program of general student services.
3. Knowledge of laws, rules, and regulations governing special education.

4. Knowledge of basic elements involved in the teaching of special education students.
5. Knowledge of budget development, maintenance, and evaluation; knowledge of funding systems and resources, including grant writing.
6. Knowledge of effective employee supervision and evaluation procedures and techniques.
7. Ability to speak and write effectively.
8. Ability to work effectively with all segments of the educational community and general public.
9. Ability to analyze problems, make decisions or recommendations, and be responsible for those decisions.
10. Ability to rapidly assimilate the facts, conditions, and implications of problems suddenly thrust upon the office and to organize an effective administrative response to them.
11. Ability to design and implement procedures.
12. Knowledge of school district operations and procedures.
13. Skill in translating Board and district policy to various employees, individuals, and groups.
14. Ability to plan, organize, coordinate and direct a variety of complex operations of a large school district.
15. Ability to supervise and direct a large staff or department.
16. Ability to manage time and priorities effectively.

Education, Training, and Experience

1. Post graduate work in special education, pupil personnel services, school administration, or a related field.
2. Successful administrative experience in special education.
3. Progressively responsible experience in providing administrative leadership in either special education or pupil personnel services.
4. Possession of an appropriate school administrative credential.
5. Experience in directing/supervising the work of others.
6. Experience in working with a variety of agencies and other community resources involved with students and families.

Management Salary Schedule Range 32

Adopted by the Board of Education ~~February 8, 2000~~ June 22, 2022