

## **SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: DIRECTOR – SPECIAL EDUCATION**

#### **BASIC FUNCTION:**

Under the direction of an Assistant Superintendent, plan, organize, control and direct the instructional operations, activities, educational services and support functions of assigned special education or other programs; coordinate and direct communications, personnel, resources, staff development services, curricular functions and information to meet County Office needs and assure smooth and efficient program activities; supervise and evaluate the performance of assigned personnel. The Director - Special Education is responsible for direct instructional services for multiple sites countywide.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct the instructional operations, activities, educational services and support functions of assigned special education or other programs; coordinate and direct program activities to meet the needs of identified special education or other designated students; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, personnel, resources, staff development services, curricular functions and information to meet County Office needs and assure smooth and efficient program activities; oversee the development and implementation of related projects, plans, strategies, services, goals, objectives, systems, schedules, events and activities.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Coordinate program communications, resources, activities and information between administrators, personnel, school districts, outside organizations, families, the public and various local, State and federal agencies; establish and maintain partnerships; assure proper and timely resolution of student, parent and staff issues and conflicts related to special education or other assigned programs; visit school sites, monitor progress of programs and adjust activities to meet student needs.

Provide consultation and technical expertise to faculty, staff, administrators, outside agencies, families, school districts and the public concerning assigned programs; respond to inquiries and provide detailed and technical information concerning related standards, requirements, practices, services, schedules, events, activities, plans, goals, objectives, laws, codes, regulations, policies and procedures.

Plan, organize, control and direct operations and activities involved in the development, implementation and maintenance of Individualized Education Plans (IEPs) as assigned by the position; coordinate classroom support, assessment and intervention services to meet the needs of identified students with special needs; facilitate and attend IEP meetings; coordinate response to crisis and other emergency situations.

Direct and participate in the development of curriculum standards for special education or other assigned programs as required; provide activities to enhance faculty and staff understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies; arrange for outside staff development activities as required.

Coordinate, develop and implement staff development and training activities related to assigned programs; conduct training sessions as required; prepare and deliver oral presentations; develop and maintain related lesson plans and curriculum standards; direct and participate in the research, compilation, preparation and dissemination of related training and support materials.

Monitor and evaluate assigned programs for educational and financial effectiveness and operational efficiency; respond to administrative, staff and public input concerning educational needs; develop and implement policies, standards and procedures to enhance the educational and financial effectiveness and operational efficiency of assigned programs.

Direct the research, assembly and compiling of a variety of technical information and data related to assigned programs; oversee the preparation and distribution of various documents such as correspondence, grants, fiscal documents, agendas and calendars related to assigned activities.

Administer promotional and marketing activities to facilitate community awareness of assigned programs as required; oversee the preparation and distribution of related informational materials; oversee the preparation, evaluation and processing of various forms and applications.

Develop and prepare the annual preliminary budget for special education or other assigned programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and assist school districts with grants and other outside funding as required.

Maintain current knowledge of educational methods, practices and standards, pending legislature and laws, codes, regulations, policies and procedures related to assigned activities; modify programs to assure compliance with local, State and federal requirements as appropriate.

Direct and participate in the preparation and maintenance of various records, reports and files related to programs, services, grants, schools, curriculum, students, financial activity, budgets, personnel and assigned duties.

Assure adequate resources and personnel to meet the needs of assigned programs; initiate recruitment activities as appropriate; coordinate the purchase of materials and equipment as needed; direct activities to assure designated facilities are maintained in good repair as required.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; utilize various audio-visual equipment as required; drive a vehicle to conduct work.

Coordinate, attend and conduct various meetings as assigned; serve on various boards, councils and committees as directed; attend and participate in various special events, workshops, in-services and conferences; present information concerning assigned programs and services.

**OTHER DUTIES:**

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Planning, organization and direction of the instructional operations, activities, educational services and support functions of assigned special education or other programs.

Educational programs, services, standards, requirements and procedures related to assigned programs.

Practices, procedures and techniques involved in the development and implementation of program projects, plans, strategies, services, goals, objectives, systems, schedules, events and activities.

Local, State and federal standards and requirements governing assigned programs.

Curriculum standards, interpretation and application in assigned programs.

County Office organization, operations, policies and objectives.

Instructional techniques and strategies related to assigned programs.

Principles, practices and procedures involved in the development and implementation of staff development activities.

Policies and objectives of assigned programs and activities.

Problems and concerns of students with special needs.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

### **ABILITY TO:**

Plan, organize, control and direct the instructional operations, activities, educational services and support functions of assigned special education or other programs.

Coordinate and direct communications, personnel, resources, staff development services, curricular functions and information to meet County Office needs and assure smooth and efficient activities.

Supervise and evaluate the performance of assigned personnel.

Oversee the development and implementation of program projects, plans, strategies, services, goals, objectives, systems, schedules, events and activities.

Coordinate, develop and implement staff development and training activities.

Direct activities to enhance staff and faculty understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies.

Plan, organize, control and direct operations and activities involved in the development, implementation and maintenance of IEPs as assigned by the position.

Assure proper and timely resolution of issues and conflicts related to assigned programs.

Provide consultation and technical expertise to faculty, staff, administrators, outside agencies, families, school districts and the public concerning assigned programs.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in education or related field and six years increasingly responsible experience working in an educational or similar area related to assigned programs and services including three years teaching experience and three years in an administrative capacity.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential.

Other valid Credential appropriate to assigned programs.

Valid California Driver's License.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

##### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information

Revised: 04/27/18