

**GROSSMONT UNION HIGH SCHOOL DISTRICT  
PERSONNEL SERVICES  
JOB DESCRIPTION**

**Director I, Special Education**

**Primary Function:** Plan, organize, manage and direct the daily operations of assigned educational programs and services for students with disabilities.

**Directly Responsible to:** Assistant Superintendent, Educational Services

**Duties and Responsibilities:**

- Provide leadership in the design and implementation of District-wide special education initiatives, and assist in planning programs, policies, and goals for the division including establishing and maintaining high standards of performance for staff.
- Plan, organize, control and direct the development and implementation of the District-wide Special Education Program initiatives, systems and operations.
- Plan, organize, develop and implement services to schools and central office; provide District-wide leadership and technical expertise in planning and developing instructional strategies for use in classrooms to enhance student learning.
- Represent the Special Education Programs Division to the Board of Education.
- Oversee litigation and compliance complaints for students with disabilities under IDEA. Participate in Due Process Hearings, Mediation and Resolution Session conferences.
- Provide leadership and direction for training of district and site administrators, department heads and teaching staff in legal requirements for special education.
- Develop and prepare annual budget; analyze and review budget data, control and authorize expenditures in accordance with established limitations.
- Review existing and pending legislation related to procedural guidelines and the District's educational initiatives, and recommend origination, modification, or support of legislative measures. Work with the SELPA in the development and modification of legislation.
- Review appropriate legislation to assure District compliance with laws and procedures and make recommendations on changes which may result in more efficient operation of the District.
- Coordinate the development of waivers NPS/Agency contracts, and other fiscal reporting requirements.
- Oversee the design, implementation and evaluation of professional development programs that addresses identified needs in all areas of responsibility including compliance with IDEA and California Education Code; collaborate with other District special education department to develop and coordinate professional development goals and efforts.
- Develop, update and revise policies and procedures related to assigned functions.
- Plan, organize and implement short and long-term programs and activities designed to develop programs and services.
- Foster positive relationships with parents, guardians and the community, keeping them informed about special education programs and student services.
- Develop and present reports to the Board of Education, executive cabinet and principal groups.
- Perform related duties as assigned.

## **Minimum Qualifications:**

### **EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to: Master's Degree in public administration, special education, psychology, or related field, and progressively responsible experience in educational administration.

Special Education Credential desirable but not required.

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

Valid California Teaching Credential

Valid California Administrative Credential

Valid California Driver's License

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

State-of-the-art theories, techniques and methodologies of instruction and district operation.

Principles and techniques of budget preparation and control.

Principals and practices of administration, supervision, and training.

Oral and written communication skills.

Applicable laws, codes, regulations, policies, funding, and procedures as well as current trends and practices as they relate to Special Education programs.

Interpersonal skills, using tact, patience, and courtesy.

Operation of a computer and assigned software.

#### **ABILITY TO:**

Plan, organize, and administer assigned programs and functions.

Provide leadership and direction to assigned functions.

Perceive organizational implications of recommendations and decisions.

Review existing and pending legislation related to procedural guidelines for the District's Special Education programs and recommend origination, modification, or support of legislative measures.

Maintain current knowledge of applicable provisions of Federal, State and District laws, rules, and regulations.

Train and evaluate the performance of assigned staff.

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.

Meet schedules and timelines.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Present information in a variety of settings including Board of Education meetings and other meetings with executive level District staff.

### **CLEARANCES AND TESTING REQUIRED:**

After offer of employment, obtain:

- Negative pre-employment drug screen test through District's provider at District's expense
- Pre-employment physical exam through District's provider at District's expense

- Negative TB test result at candidate's expense plus periodic post-employment retest (currently every four years) as required through District's provider at District's expense
- Must complete any mandatory training assigned by the District that is generally applicable to all classified management employees or employees in this classification in particular

Board Approved: 3/12/2024