

Corning Union Elementary School District
Job Description

DIRECTOR OF SPECIAL EDUCATION

Salary Range: Administration Salary Schedule

Approved by: Board of Trustees

Reports To: Assistant Superintendent of Ed. Svc.

February 13, 2024

POSITION SUMMARY:

The Director of Special Education is directly responsible to the Assistant Superintendent and administers all elements of the District Special Education and Pupil Personnel Services Programs. This includes the planning, development, organization and implementation of policies, regulations, guidelines, and procedures pertaining to the District Special Education program. Reviews, monitors, evaluates, and coordinates the functions and activities of special education instructional personnel, as determined by the Assistant Superintendent of Educational Services.

ESSENTIAL FUNCTIONS:

Works collaboratively with school site and District personnel in the implementation of all aspects of special education programs and services.

Provides for articulation and integration of the special education program and other District instructional and support programs.

Attends IEP meetings when necessary.

Monitors maintenance of effort for the purpose of fiscal efficiency in providing required services.

Coordinates intern counseling and psychological services in conjunction with local universities.

Supervises and evaluates staff, as assigned.

Participates in Title IX program, in a role and scope to be determined by Assistant Superintendent.

Prepares State, District, and Federal reports.

Plans, organizes, develops, and conducts a variety of staff development and inservice training programs.

Assures compliance with and implementation of required 504 Student Services.

Assists in the determination of resource allocation and levels of service according to established policy for the purpose of ensuring the fiscal economic support of programs.

Attends various training and professional development activities in order to stay apprised of laws pertaining to special education.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

May serve as a District representative to the Special Education Local Plan Area (SELPA) Executive Committee.

May participate in the Student Attendance Review Board (SARB) and coordinate activities associated with SARB referrals.

Other duties as assigned.

QUALIFICATIONS/EDUCATION:

Valid California Administrative Services Credential

Strong background in special education.

Knowledge of federal and state laws pertaining to Special Education, 504 and the Americans with Disabilities Act.

Ability to provide consultation to psychologist and counseling staff in regard to required assessment, intervention and prevention activities.

Demonstrated leadership skills, coupled with the ability to work effectively as part of a leadership team.

Demonstrated ability to work effectively with administrators, teachers, parents, and other staff members.

Communicates effectively; both orally and in writing. Ability to read, analyze, and interpret educational journals, financial reports, and state documents.

Demonstrated ability to respond effectively to common inquiries or complaints from staff, agencies, or members of the community.

Demonstrated reasoning ability to define problems, collect data, establish facts, and draw valid conclusions.

Valid California Driver's License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to sit, walk, stand, talk, and hear.

- Specific vision abilities required by this job include close vision and distance vision.
- Frequently driving or the ability to is performed while meeting the demands of this job.
- Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers.
- Occasionally the position requires the employee to work irregular or extended hours and meet the demands from several people.