

## **DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE:         DIRECTOR, SPECIAL EDUCATION AND STUDENT SUPPORTS**

### **BASIC FUNCTION:**

Under the supervision of the Executive Director, Student Services, the Director, Special Education and Student Supports is responsible for supporting the coordination and implementation of special education programs and supports for students with disabilities. The Director will ensure legal compliance and that superior programs and services are available for eligible students.

### **RESPONSIBILITIES:**

- Support the development, implementation and evaluation of annual goals and objectives for special education, 504's, psychological, counseling, and health services.
- Assist with developing, monitoring and managing all special education functions to ensure legal compliance and superior programs and services are available for eligible students, including applicable services to private school students within the district boundaries.
- Provide training and professional learning to staff regarding curriculum innovations, learning theory, and current organizational practice for the purpose of modifying, updating, and improving programs and instructional practice.
- Provide support and training to site administrators and teachers to ensure legal compliance and superior programs and services are available for eligible students.
- Supervise the training and performance of special education support personnel.
- Assist with coordinating the placement and transfer of students with disabilities from the elementary level to the middle school level.
- Assist with arranging home teachers for special education and general education students, including transportation, as needed.
- Assist with the coordination, development and monitoring of 504 policies and procedures.
- Function as a member of the District Leadership Team.
- Attend Board meetings as necessary.
- Perform other duties as assigned.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

- Federal and state laws pertaining to special education.
- District policies.
- Staff development theory and practice.
- Operation of special education program.
- Effective instructional practices involving special education students.
- Budget management systems, including special education funds.
- Personnel management and training.
- Due process hearing and complaint process.

**ABILITY TO:**

- Accept direction and follow written and oral instruction.
- Use interpersonal skills with tact, patience and courtesy.
- Direct, manage and evaluate personnel.
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Share and delegate responsibilities.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with the public and fellow employees.
- Respect and maintain professional confidences.

**EXPERIENCE:**

Five years of experience at the elementary school level with evidence of increasing responsibilities in special education and administration.

**EDUCATION, LICENSES, AND OTHER REQUIREMENTS:**

- Valid California Teaching or PPS Credential and Administrative Credentials
- Master's Degree Preferred
- Valid CA Driver's License and evidence of insurability
- Criminal Justice Fingerprint Clearance
- Negative TB results

**WORKING CONDITIONS:****ENVIRONMENT:**

- Office Environment

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting for extended period of time.
- Reaching overhead, above the shoulders and horizontally to retrieve and store files.
- Hearing and speaking to exchange information in person or on the telephone and to make presentations.
- Seeing to read a variety of materials.

**SALARY:**

Placement on the Certificated Management Salary Schedule.