

LOWELL JOINT SCHOOL DISTRICT DIRECTOR OF SPECIAL EDUCATION



DEFINITION

Under the direction of the Superintendent, plan, organize, supervise and direct the implementation of special education programs, psychological services, 504 compliance, health services, as well as state and federal programs; direct and manage the fiscal aspects of both programs.

REPRESENTATIVE DUTIES

Monitor, implement, and evaluate the District's special education instructional program at all levels (preschool through grade eight), including curriculum, curriculum development, and legal compliance issues: serve as a liaison between the special education department and school sites; assist site administrators, psychologists, special education staff members, including Speech Language Pathologists, and teachers in the preparation and implementation of individualized education plans and programs; assist in the placement and monitoring of students enrolled in non-public schools and in the Los Angeles and Orange County Office of Education's programs.

Train and supervise assigned personnel: provide professional leadership for the special education staff, nurse, Speech Language Pathologists, Speech Language Pathologist Assistants, and psychologists; supervise and evaluate designated certificated and classified personnel; assign duties to staff members as appropriate to meet the District objectives and needs; assist in recruiting, interviewing, and selection of new staff; provide and develop appropriate professional growth opportunities for all special education staff.

Plan, organize and supervise special education programs, student transportation and services, psychological services, 504 compliance, health services, and state and federal programs which are in harmony with and supportive of District policies and programs; participate in formulating District policies and procedures.

Serve as a liaison between the special education department and school sites; assist site administrators, psychologists, special education staff members, including Speech Language Pathologists, and teachers in the preparation and implementation of individualized education plans and programs: assist in the placement and monitoring of students enrolled in non-public schools and in the Los Angeles and Orange County Office of Education's programs.

Working with the Superintendent, direct and monitor funding from state, federal, and Medi-Cal programs; prepare grants and funding applications as appropriate; provide technical expertise, information, and assistance to the Superintendent regarding compliance regulations for state and federal programs.

Attend professional growth workshops and conferences to enhance personal leadership skills; support best instructional practices; remain current concerning special education and state and federal program laws, practices, and trends; establish professional goals and work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Represent the district at SELPA directors' meetings and attend other meetings as required
- Assists in the development, implementation, and evaluation of assistive technology
- Prepare and maintain a variety of narrative and statistical reports, records, and files related to special education and state and federal programs

- Maintain a positive working relationship with parents and community members
- Address complaints and resolves problems
- Work in collaboration with various stakeholders within the school setting
- Perform other related duties as assigned

KNOWLEDGE OF

- Organization, activities, goals, and objectives of special education and state and federal programs
- School law, California Education Code sections, and other laws applicable to special education
- State and local curriculum requirements
- Board and District goals, policies, procedures, and regulations
- Employee contracts
- Budget control and preparation
- Computer software applications
- Principles and practices of administration, supervision, and training
- Written and oral communication skills and public speaking techniques

ABILITY TO

- Plan, organize, supervise, direct, and monitor District, state, and federal special education programs
- Organize, direct, evaluate, and supervise teachers, speech and language pathologists, speech and language pathologists assistant, and classified staff
- Participate in formulating District policies and procedures
- Maintain responsive and attentive relationships with students, staff members, and parents
- Be an effective liaison between the school and community
- Plan and organize work; meet schedules and time lines
- Communicate effectively both orally and in writing.
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment.
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Master's Degree or higher from an accredited institution of higher learning
- Valid California Administrative Services Credential
- Demonstrated leadership and organizational skills.
- A minimum of five (5) years successful teaching in special education or other site administrative experience
- Knowledge of Federal and State regulations governing special education
- Valid California Driver's License and Vehicle Insurance

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

PHYSICAL STANDARDS AND WORKING CONDITIONS

The work environment and physical demands of the position as described is representative of those that must be met by an employee to successfully perform the essential functions of this position. The information is not an exhaustive list of duties performed, additional duties may be assigned. These physical standards are generic in nature and tasks may vary dependent on school site, department area or specialized department as assigned. Reasonable accommodations may be made to enable individuals with differing abilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to sit, stand, walk, and talk or hear. The employee frequently is required to use hands and fingers to type, handle and operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift, push, pull, carry and/or move objects typically weighing up to 90 pounds, such as students and students in wheelchairs. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this position, the employee may be regularly be required to use written and oral communication skills, read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadline; and interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

WORK ENVIRONMENT

The employee will work under typical office conditions and the noise level is usually quiet or moderately quiet. The employee may work in the classroom environment where noise may be moderately higher. The employee frequently drives to District sites, professional development workshops, and other locations as needed.

SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees