

# MONTEREY COUNTY OFFICE OF EDUCATION

## ASSISTANT SUPERINTENDENT SPECIAL EDUCATION

**CLASSIFICATION:** Certificated Senior Management

**SALARY LEVEL:** 90

**WORK YEAR:** 225

### **DEFINITION:**

Under the direction of the Deputy Superintendent, the Assistant Superintendent of Special Education is responsible for planning, organizing, controlling and directing Special Education operations, activities, services and programs; providing direction and leadership for the instruction programs of the division and work closely with other departments and agencies; assisting in developing organization policies, practices and procedures; collaborating with Cabinet members to integrate the activities of special education division within the County Office; supervising the performance of assigned personnel; manage and participate in the development and administration of the Special Education budget.

### **SUPERVISOR:**

Deputy Superintendent

### **POSITION(S) SUPERVISED:**

Management, certificated and classified staff as assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Represent and promote the Monterey County Office of Education (MCOE) and its mission with integrity, commitment, and distinguished leadership
- Plan, organize, control and direct Special Education Division operations, activities, services and programs
- Provide direction and leadership for the instruction programs of the division and work closely with other departments and agencies
- Assist in developing organization policies, practices and procedures
- Collaborate with Cabinet members to integrate the activities of special education division within (MCOE)
- Manage and participate in the development and administration of the Special Education budget and direct the forecast of additional funds needed for staffing, equipment, materials, and supplies

- Direct the monitoring of and approve expenditures, and direct the preparation of and implement budgetary adjustments as necessary
- Monitor the billback developed annually
- Represents MCOE in the Statewide County Special Education Administrators Group and liaisons with the California Department of Education (CDE) on all Special Education issues
- Represent MCOE on a variety of boards and commissions and attend and participate in professional group meetings; make presentations as directed; participate on assigned panels or committees; serve as a member of the Superintendent's Cabinet
- Provide long-term planning and direction to Special Education administration and management regarding programs, policies and procedures; disseminate policies and procedures for the County Office
- Explain and interpret Special Education programs, policies, and requirements
- Assure child's rights are being afforded in County Office Free and Appropriate Public Education (FAFE) programs
- Represent the MCOE at the various levels of due process regarding student and parent issues.
- Evaluate effectiveness of Special Education instructional programs and assist in design of effective and cost efficient service delivery methods
- Provide technical information and assistance to the Superintendent and Deputy Superintendent regarding Special Education programs, services, needs and issues and assist in the formulation and development of policies, procedures and programs related to Special Education staff and students
- Collaborate with the Leadership Team in the development and administration of regional programs operated by the division
- Meets regularly with Monterey County School District Superintendents and Special Education Administrators regarding MCOE's special education programs operated on behalf of the districts
- Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns
- Attend and conduct a variety of meetings as assigned
- Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Provides for the staff development and training needs of the Division
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel
- Assure the timely and accurate reporting of data to Federal and State authorities
- Operate a computer and assigned software programs; operate other office equipment as assigned
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative regulations

**OTHER DUTIES:**

- Assists in determining annual work assignments for instructional staff
- Serves as a resource for program administrators concerning program needs and personnel matters
- Assists in developing instructional policies and practices based upon desired student outcomes
- Evaluates the effectiveness of the special education instructional program and assists in the design of effective and cost efficient service delivery models
- Works with the Transportation Supervisor and School Districts to coordinate calendars and transportation for pupils
- Reviews building/classroom maintenance needs with the Supervisor of Buildings and Equipment
- Performs other job-related tasks as required

## **PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions..

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Master's degree from an accredited college or university with major course work in educational leadership or related field
- Minimum five (5) years experience working with special education programs including three (3) years in an administrative capacity

### **Knowledge of:**

- Planning, organization and direction of Special Education operations, activities, services and programs
- Curriculum standards, interpretation and application in Special Education, General Education and Special Education Local Plan (SELPA) programs
- Local, State and federal standards and requirements governing special education programs
- Relevant Other Health Impairment (OHI) cases and implications, State and federal employee regulations
- Principles, practices and procedures involved in the development and implementation of Special Education programs, standards, projects, services, strategies, goals and objectives
- Instructional techniques and strategies related to special education programs
- Problems and concerns of students with special needs
- Policies and objectives of assigned programs and activities
- County Office organization, operations, policies and objectives
- Budget preparation and control
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software
- Technical aspects of field of specialty
- Public relations techniques

### **Skills and Abilities:**

- Plan, organize, control and direct Special Education operations, activities, services and programs

- Supervise and evaluate the performance of assigned personnel
- Oversee and assure the smooth operation of various special education programs and operations throughout the County
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient special education programs and services
- Prepare, administer, monitor and control the annual budgets
- Coordinate and direct communications, resources, fiscal functions, instructional services and personnel to assure smooth and efficient Department activities and enhance student learning and achievement and educational effectiveness
- Apply principals of public administration and management
- Collaborate with staff, outside agencies and school districts in the monitoring and development of Special Education and SELPA 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

**Desirable Qualification:**

- Doctoral degree in a relevant field
- Increasingly responsible experience in supervision and administration of special education in a California public school district or county office of education
- Bilingual/Biliterate in Spanish

**Licenses and Certifications:**

- California Administrative Services Credential
- California driver's license and evidence of insurability