

# MONTEREY COUNTY OFFICE OF EDUCATION

## DIRECTOR SPECIAL EDUCATION

**CLASSIFICATION:** Certificated Management  
**SALARY LEVEL:** 80  
**WORK YEAR:** 225

### **DEFINITION:**

Under the direction of the Assistant Superintendent of the Special Education Department, the Director of Special Education is responsible for planning, directing, managing, and overseeing the activities and operations of the assigned departments within the Special Education Department; working collaboratively with staff to facilitate the planning, delivery and evaluation of effective services; ensuring the highest quality of internal operations, including program evaluation, budget development, and supervising department personnel; ensuring the effective implementation of policies, administrative regulations, procedures, directives and objectives guaranteeing the provision of all protections and rights afforded special education students and their parents under State and Federal laws, mandates and procedural safeguards.

### **SUPERVISOR:**

Assistant Superintendent of Special Education

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

Management, Certificated, and Classified staff as assigned

### **QUALIFICATION REQUIREMENTS:**

To perform the 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:

- In a highly interactive and collaborative manner, provide direction and leadership for all aspects of Special Education Department assigned
- Plan, coordinate, manage, and develop programs for Special Education students (infant through age twenty two)
- Provide leadership, professional development and support in the implementation of Special Education Programs
- Review policies, procedures and documentation related to the assigned programs within the Special Education Division
- Coordinate and facilitate procedures to review, monitor, and ensure compliance with students' Individualized Education Program (IEP) within programs assigned
- Develop appropriate staff levels, case-load assignments, ensuring that all Individual Family Service Plan (IFSP) and IEP services are provided in compliance with federal and state laws and regulations, in a fiscally responsible manner

- Attend management staff meetings and other meetings as requested by the Assistant Superintendent of Special Education
- Plan, coordinate, and conduct staff monthly staff meetings to disseminate information regarding programs, policies, compliance and program
- Gather data and conduct annual and ongoing program evaluation activities
- Ensure all aspects of administered programs are in compliance with all relevant Federal and State laws and regulations and Monterey County Office of Education Superintendent Policies, Board Policies and Administrative Regulations
- Provide support, if required in IEP meetings
- Evaluates all assigned staff in accordance with the bargaining unit contracts
- Recruits, interviews and hires personnel to ensure proper staffing levels in programs assigned
- Evaluate program effectiveness, and prepare reports and budgets based on program need
- Performs other job-related tasks as requested

### **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 education, public administration, special education or a related field
- Minimum of three (3) years experience in administration in a public education setting
- Minimum of three (3) years experience in public education in teaching, pupil services, or as a direct service provider in a special education program

#### **Knowledge of:**

- Pertinent state and federal laws and regulations related to services to students with disabilities, including Individuals with Disabilities Education Act and rights for a Free and Appropriate Public Education
- Federal, state, and local laws and regulations pertaining to Special Education programs
- Moderate to Severe Disabilities
- Appropriate research based instructional strategies to meet the needs of special education students, and English Learner (EL) special education students
- Data analysis for program evaluation and data driven decision making
- Current administrative operation of California Public Schools

### **Skills and Abilities:**

- Demonstrate principled leadership
- Effectively involve people in decision making
- Analyze program goals and accomplishments and promote integration with other initiatives, as appropriate
- Use appropriate technology for information processing
- Organize time to accommodate program activities and district requests
- Conduct/present effective professional development programs
- Organize, implement and evaluate staff development programs
- Interact and maintain cooperative relationship with all levels of staff and the public
- Communicate effectively in the English language both orally and in writing

### **Desirable Qualifications:**

- Doctoral degree in a relevant field
- Bilingual/Biliterate in Spanish
- Experience coordinating State assessment systems

### **Licenses and Certifications:**

- California Administrative Services Credential
- California Driver's License with evidence of insurability

Approved 03.01.16  
Revised: 07.25.18