

# MONTEREY COUNTY OFFICE OF EDUCATION

## SENIOR DIRECTOR SPECIAL EDUCATION

**CLASSIFICATION:** Certificated Management  
**SALARY LEVE:** 81  
**WORK YEAR:** 227

### **DEFINITION:**

Under the direction of the Assistant Superintendent, the Senior Director of Special Education is responsible for planning, organizing, controlling and directing the operations of the Special Education Department; directing the curriculum planning, teaching techniques, evaluation, and implementation of programs including extended year programs; supervising and evaluating the performance of assigned personnel.

### **SUPERVISOR:**

Assistant Superintendent of Special Education

### **POSITONS 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:

- Plan, organize, control and direct the operations of the Special Education Department; direct the curriculum planning, teaching techniques, evaluation and implementation of programs including extended year programs
- Process regional special education placement referrals; monitor referral procedures; providing training to principals regarding documenting procedures and results; collaborate with LEAs to analyze Individual Education Programs (IEPs) and attachments for compliance and appropriateness
- Prepare agendas, documents, reports and training materials for a variety of committees and meetings including Local Education Agency (LEA) Collaborative, School-based MediCal Administrative Activities (SMAA), California Department of Education (CDE), Special Education Local Plan Area (SELPA) and other functions as required
- Review and authorize a variety of documents including personnel action forms, employee data calendars, service agreements, timesheets, travel claims, absence reports, agency contracts and other related documents; develop documents and operating procedures as required
- Attend IEP meetings as requested or when required; prepare IEP documents and analyses; communicate

- with staff and legal counsel as appropriate; collaborate with District of Residence administrators
- Review all referrals from district, assigning to the appropriate administrator for processing, monitor the process to ensure appropriate placement and timely completion
  - Coordinate the preparation of assigned school programs; register students; assure appropriate staffing, class lists, facilities and staff rosters; collaborate with the community coordination of carnival and other special events for special needs students
  - Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
  - Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs
  - Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services
  - Provide leadership in the field of Special Education; maintain current knowledge of trends, legislation and regulations
  - Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities
  - Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information
  - Develop and prepare the annual preliminary budget for the Special Education Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
  - Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned
  - Attend and conduct a variety of meetings 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:**

Performs other job-related duties 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 education, or related field
- Five (5) years increasingly responsible experience in the administration of special education programs

### **Knowledge of:**

- Planning, organization and direction of the Special Education department
- SELPA policies and procedures for program compliance
- IEP software applications
- Applicable laws, codes, regulations, policies, and procedures related to Special Education and general education and other assigned areas
- Due process in terms of special education conflict resolution
- Policies, goals, and objectives of the Special Education program
- 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

### **Skills and Abilities:**

- Plan, organize, control and direct the operations of the Special Education Department
- Process regional special education placement referrals
- Prepare agendas, documents, reports and training materials for a variety of committees and meetings
- Coordinate the preparation of assigned school programs
- Supervise and evaluate the performance of assigned staff
- 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 Qualifications:**

- Doctoral degree in a relevant field
- Bilingual/Biliterate in Spanish

### **Licenses and Certifications:**

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

Approved 03.01.16