



## Job Description

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| <b>POSITION TITLE:</b>   | <b>Division Director<br/>Special Education</b>             | <b>#5031</b> |
| <b>SALARY PLACEMENT:</b> | <b>Administrative Council Salary Schedule<br/>Range II</b> |              |

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### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Masters Degree and credential in special education or a closely related field. Five years of progressive work experience in administration and knowledge of current federal, state and case laws and regulations regarding Special Education.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess an appropriate California Teaching Credential in the field of Special Education or special education related credential (e.g. California Pupil Personnel Services Credential, Clinical Rehabilitative Services Credentials, etc.), and a clear California Administrative Services Credential. Experience in supervising staff serving students with moderate to severe disabilities, low incidence disabilities and related service providers. Progressively responsible experience in providing successful administrative leadership in Special Education. Knowledge of alternative dispute resolution strategies and current trends impacting special education. Experience in working with a variety of agencies and other community resources involved with students with disabilities and families. Demonstrate exceptional service.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to manage and oversee budgets. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess an appropriate California Teaching Credential in the field of Special Education or special education related credential (e.g. California Pupil Personnel Services Credential, Clinical Rehabilitative Services Credentials, etc.), and a clear California Administrative Services Credential. Knowledge of basic elements involved in the teaching of Special Education students. Ability to plan, organize, coordinate, and direct a variety of complex operations of a large county office of education, Special Education Program.

### **DISTINGUISHING CHARACTERISTICS:**

The Division Director represents Range II on the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

## **SUMMARY OF POSITION**

Under administrative direction of the Assistant Superintendent Special Education/SELPA, assume overall responsibility to lead, plan, develop, organize, and direct the services of the regionalized Special Education Programs of SJCOE.

## **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Provide administrative leadership to the SJCOE regionalized special education programs.
2. Provide mentorship to a variety of administrative levels through collaboration and consultation.
3. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
4. Maintain confidentiality on issues concerning program and staff.
5. Supervise and evaluate a variety of staff.
6. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
7. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
8. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
9. Communicate effectively both orally and in writing.
10. Analyze situations accurately and adopt an effective course of action.
11. Build trusting relationships by acting with integrity, courtesy, and responsibility. Establish and maintain cooperative and effective working relationships with others.
12. Work independently with little direction.
13. Meet schedules and timelines.
14. Prepare reports as needed for program.
15. Maintain full knowledge of budgets and provide supervision of the fiscal functions.
16. Participate in the development of programs, curriculum, instruction projects, and services to ensure program implementation of special education classes and be responsive to parent and district needs in a timely manner.
17. Participate in the development of new or modified programs, procedures and approaches to the Special Educational service area.
18. Analyze data and situations, renders judgment and recommends decisions and solutions to problems efficiently and effectively.
19. Assist in the administration of all department-related aspects of negotiated employee agreements.
20. Develop and maintains liaison with appropriate referral agencies in the community.
21. All other duties as assigned.

## **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

## **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.