

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

TITLE

Director of Special Education Services

CLASS DEFINITION

To perform or supervise the development and maintenance of education programs and services for exceptional children; and perform other related work as required.

QUALIFICATIONS

Experience: Knowledge and experience in working with both regular and special education programs.

Education: Masters Degree, valid California teaching or service credential and valid Administrative Service Credential required.

Skills: Demonstrated ability to work effectively with people.

SUPERVISION FROM

Assistant Superintendent, Educational Services

SUPERVISION OVER

Assigned certificated and classified staff

ASSIGNED RESPONSIBILITIES

1. Organize and provide general supervision for district special education programs and staff.
2. Serve as liaison between the district and public and private agencies.
3. Assure district compliance with special education program requirements and state laws.
4. Assure meeting requirements for the master plan for special education.
5. Supervise special education program development, assuring the application of appropriate instructional methods and techniques.
6. Develop and supervise special class curriculum, providing necessary liaison between special instructional services and regular instructional programs.
7. Supervise services of resource specialists, special day class teachers and designated instruction services specialists in planning and conducting instruction for individuals with exceptional needs.
8. Supervise school psychologists and assure proper assessments of all individuals referred.

9. As appropriate develop and supervise the special education inservice training program for the district and for each school, relating program activities to those of appropriate state of intermediate agencies.
10. Supervise the school nursing program which provides for preventative health education; mandated health screening; consultation with staff, parents, students and public and private health agencies regarding student health problems; and screening for special education programs.
11. Supervise the operation of Individualized Educational Planning Teams, assuring that proper assessment procedures are followed, coordinating the use of resource personnel in the assessment processes.
12. Coordinate with school principals to assure appropriate on-site management of Individualized Educational Planning Teams, and appropriate utilization of special classes and services.
13. Administer program budgets and maintain records of program equipment, facilities, and materials.
14. Administer the preparation of all state, federal, East Valley SELPA and district reports relating to special education programs and services.
15. Maintain appropriate pupil and program records for submission of necessary data to accounting department or to state, federal or intermediate agencies.
16. Serve as liaison with programs for severely handicapped students operated by cooperating agencies.
17. Supervise evaluation of programs and services for individuals with exceptional needs.
18. Attend Board of Education meetings upon request.

TERMS OF EMPLOYMENT

Length of work year: 200 days per year

Length of work day: Eight hours exclusive of a lunch period

Salary Range: Proper placement on Management Salary Schedule

11/90

Board Approved: 11/20/90

Revised: 7/11/95