

STOCKTON UNIFIED SCHOOL DISTRICT

ADMINISTRATOR, SPECIAL EDUCATION

DEFINITION

Plan, organize, coordinate, and evaluate the language, speech, and hearing programs, the early intervention programs, extended school Year programs, and the Special Education personnel development programs. Integrate these programs into the total educational program of the District, in an effort to achieve maximum results from the instruction provided. Perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive supervision from the Director of Special Education/SELPA. Exercise general supervision over certificated and classified Special Education personnel staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Assist in providing overall management direction in the planning of the Special Education Services program objectives and general guidelines for individuals responsible for Special Education Services.

Assist in reviewing programs, budget, and staffing plans; act as a liaison between outside agencies and District programs; assure conformance with local, state, and federal objectives; analyze and interpret data relative to program improvement.

Assist in the development, implementation, and evaluation of policies and procedures related to the Special Education Services. Assist in the preparation and maintenance of a variety of records and reports.

Assist in the establishment and implementation of uniform standards and procedures for organization, clerical practices, and performance of functions of the staff assigned to Special Education.

Assist in coordinating assigned activities with other organizational units within the District to develop joint policies and procedures.

Assist in coordinating, through the Director of Special Education/SELPA, the activities related to psychological services and all Special Education programs.

Assist in providing staff advice and assistance in the development, implementation, and evaluation of the procedures and policies related to Special Education Services; provide consultation services to District staff regarding special education. Assist directors and other administrators to ensure that Special Education Programs are continuously coordinated, articulated, supervised, and evaluated.

Assist in providing leadership in the development and implementation of Special Education staff development programs appropriate to the needs of administrators, teachers, and other certificated and classified staff.

Assist in the development of policies and procedures, in cooperation with other organizational units, in matters relating to the identification and placement of students with special needs and special projects in special education. Update staff on revised policies and procedures and implement changes.

Assist in representing the District in the area of Special Education Services (related to Infant, Toddler, Pre-School, K-12, and Young Adult Special Education up to 22 years of age) in cooperative relationships with community members, community agencies, district committees and councils, and personnel in other organizational units and offices. Attend, conduct, and chair a variety of meetings.

Assist in the planning for the continuous evaluation and improvement of the services provided by the department.

Assist in directing the maintenance of comprehensive files pertaining to student and staff records.

Assist in the recruitment and selection of certificated and classified Special Education staff; with mediations and due process complaints; and, with supervision of meetings, programs, and events involving variable day and evening hours.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Laws, rules, regulations and judicial decisions affecting the provision of services in all educational program areas
- Principles, practices, trends, goals and objectives of Special Education
- Principles of supervision, training, and program administration
- Oral and written communication skills
- Research and development strategies, processes, and techniques
- Organization, planning, and program evaluation strategies, techniques, and procedures
- Curriculum and instruction design and delivery systems specific to Special Education programs
- Human relationships, conflict resolution strategies, mediation practices, and team building techniques

Ability to:

- Plan, organize, develop, and coordinate the activities of a broad range of programs and special services
- Analyze program activities and implement procedures which will improve services
- Ensure that programs and activities are carried out in compliance with district, state, and federal requirements
- Serve as liaison with a variety of community and governmental organizations
- Operate a computer and other office equipment as assigned; drive own vehicle to conduct work; have the capacity sufficient to perform other job tasks.
- Maintain positive and effective interpersonal relationships
- Provide effective training and curricular development for support staff
- Communicate effectively both orally and in writing
- Make effective public presentations of program information
- Maintain consistent, punctual, and regular attendance
- Multi-task and deal effectively with constant interruptions

Experience and Education:

- Master of Arts or an advanced degree from a recognized college or university
- Special education teaching credential
- Appropriate administrative credential and/or supervisory credential
- Any combination of experience equivalent to three (3) years special education teaching experience and two (2) years experience as a program specialist or a equivalent role

License and Certificates:

- Valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days after date of hire

WORKING CONDITIONS:

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.

- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Salary Placement:

Management Team Salary Schedule

Tier 6, Range 03

12-month work year

Board Approval: 05/24/1989

Updated: 12/2/1999

Management re-alignment effective 03/01/19