

CENTRAL SCHOOL DISTRICT

Job Title: Director of Special Education and
Pupil Personnel Services

Occupational Group: Management
& Confidential

Reports to: Assistant Superintendent of Human
Resources and Safety Preparedness

Work Year: 12 months

Date of Board Approval: 12/8/2011

DEFINITION

Under the supervision of the Assistant Superintendent of Human Resources and Safety Preparedness, to direct and manage the pupil personnel functions, including special education, psychological services, health services, counseling, child welfare and attendance, student discipline and other related functions as directed.

QUALIFICATIONS

Education/Certification:

- Valid California credential authorizing service as a teacher.
- Valid California credential authorizing service as a school administrator.

Experience:

- Four years of successful teaching experience in regular and/or special education programs. The equivalent of five successful years as a principal or district level administrator, including experience in the area of special education. Successful leadership experience in curriculum development and design
- is desirable.

Knowledge and Abilities:

Knowledge of:

Principles, methods, strategies, and techniques related to a comprehensive guidance and psychological service program; legal mandates, policies, regulations, and guidelines pertaining to pupil guidance, special education, and pupil personnel activities; principles, methods, techniques and strategies of modern organization, management and supervision.

Ability to:

Effectively and efficiently plan, manage and direct the district pupil personnel and special education functions and activities; plan, develop, and implement record management; serve as a resource to site and district personnel, students, and parents concerning education and behavior management intervention strategies and techniques; communicate effectively in oral and written form; establish and maintain effective organizational and community relationships; understand and carry out oral and written directions with minimal accountability controls.

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ESSENTIAL & REPRESENTATIVE DUTIES – Duties may include, but are not limited to, the following:

1. Supervise and coordinate psychological and health services; develops and updates Board policy relating to special education and pupil services. **E**
2. Work with site Student Study Teams (SST) and Individualized Education Plan teams (IEP) to serve as a resource and ensure compliance. **E**
3. Act as the liaison with the regular classroom to ensure effective integration of special education students into the regular school program. **E**
4. Obtain, study and share research on learning to increase probabilities for students to be successful in regular education programs. **E**
5. Supervise special education support personnel (psychologists, counselors, nurses, speech therapists and classified personnel). **E**
6. Supervise district student discipline policies. **E**
7. Administer and monitor inter and intra district transfers. **E**
8. Administer district suspension and expulsion process. **E**
9. Serve as chairperson to district's Impartial Administrative Panel. **E**
10. Coordinate district's student attendance procedures. **E**
11. Coordinate the schools' efforts with other local and state child welfare agencies. **E**
12. Coordinate procedures for student retention and promotion of special education students.
13. Administer the district's Medi-Cal billing program. **E**
14. Supervise Home and Hospital program.
15. Administer the district's Healthy Families program. **E**
16. Serve as chairperson of district level IEP meetings. **E**
17. Provide Due Process for parents and students. **E**
18. Serve as custodian of student records ensuring student confidentiality. **E**
19. Serve as district's representative to WESELPA Program Advisory Committee.
20. Assume responsibility for the orientation and in-service training of teachers, counselors, psychologists, paraeducators and others assigned to special programs. **E**
21. Develop budgetary recommendations for support of special education and pupil personnel programs. **E**

OTHER REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's License and insurability by the District's liability insurance carrier. Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.