

**PRIMARY FUNCTION:**

Under direction of the Assistant Superintendent of Educational Services, the Director of Special Education provides leadership and supervision to District special education programs, psychological and health services and other student services as assigned. Performs other related duties as assigned.

**DIRECTLY RESPONSIBLE TO:**

Assistant Superintendent of Educational Services or designee

**RELATIONSHIP TO STUDENT ACHIEVEMENT:**

Provides support services to staff and to individual students whose academic achievement significantly impedes their learning process.

**ESSENTIAL FUNCTIONS and ASSIGNED RESPONSIBILITIES:**

1. Recommends for hire, supervises and evaluates personnel within the Department of Special Education.
2. Provides appropriate educational programs and related services as designated in students' Individual Education Plans.
3. Evaluates the efficiency and effectiveness of Special Education programs.
4. Provides and supports in-service and workshop programs necessary to increase professional awareness, skills, and instructional delivery to all students receiving Special Education Services.
5. Provides budget input as requested and maintains effective budget monitoring procedures.
6. Maintains compliance with Federal and State regulations pertaining to Special Education Services.
7. Completes and maintains Federal, State, or District required reports.
8. Provides District-wide health screening as mandated by law.
9. Provides psychological and health services to all schools.
10. Serves as District representative to the Solano Special Education Local Plan Area meetings.
11. Responds to parent complaints, including seeking legal advice and facilitating formal mediation and/or due process procedures.

12. Assists District administrators in acquiring skills related to understanding Special Education related issues, and with resolving issues pertaining to Special Education.

**SUPERVISION EXERCISED OR RECEIVED:**

RECEIVED: Assistant Superintendent of Educational Services

EXERCISED: Assistant Directors of Special Education  
 School Psychologists  
 Assigned Certificated and Classified Staff

**MINIMUM QUALIFICATIONS:**

1. Master’s Degree is required.
2. A valid and current teaching credential and administrative or supervisory credential issued by the California Commission on Teacher Credentialing are required.
3. Knowledge of educational issues in the areas of special education, psychological services, health services, and related services.
4. Five (5) years certificated experience in public or private schools, including at least two (2) years of an administrative or supervisory capacity.
5. Administrative experience in the area of Special Education required.
6. Must have knowledge of laws, regulations, policies, and procedures related to the exceptional student and school administration.
7. Must possess a valid California driver’s license.

**PHYSICAL ACTIVITY REQUIREMENTS:**

***Work Position (Percentage of Time):***

Standing: 15	Walking: 15	Sitting: 70
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***Body Movement (Frequency):***

<b><u>None (0)</u></b>	<b><u>Limited (1)</u></b>	<b><u>Occasional (2)</u></b>	<b><u>Frequent (3)</u></b>	<b><u>Very Frequent (4)</u></b>
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Lifting (lbs.): 25	Lifting: 2	Bending: 2
Pushing and/or Pulling Loads: 2	Reaching Overhead: 2	Kneeling or Squatting: 2
Climbing Stairs: 1	Climbing Ladders: 0	

**Certificated Management Salary Schedule (Lane 7)**

**Board Revision: 01/26/17**

~~Board Revision: 04/24/14~~

~~Board Approved: 1/16/97~~