



## Santa Maria-Bonita School District

### Position Description

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**Title:** Director For Special Education

**Work Year:** 223 Days

**Board Approval:** October 27, 2010

**Reports to:** Assistant Superintendent of Instruction

**Classification:** Management

**Salary Range:** 15

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### SANTA MARIA-BONITA SCHOOL DISTRICT DIRECTOR FOR SPECIAL EDUCATION

#### **Brief Description of the Position:**

Under the direction of the Assistant Superintendent of Instruction, plan, organize, and direct the delivery of district special education programs and services; assure compliance with applicable District and SELPA policies, and state and federal laws, codes, and regulations; coordinate assigned programs; supervise and evaluate the performance of assigned staff.

#### **Major Duties and Responsibilities:**

1. Provide an organizational structure that leads to an effective delivery of special education service to students.
2. Provide supervision to all district special education staff and evaluate those positions assigned to support services.
3. Prepare a budget and revisions for the District's Special Education Services.
4. Establish procedures for the planning, implementing and evaluating the district special education programs. Identify overall needs, goals, priorities and policy changes for special education programs and assist in the development and update of a long range plan for improvement and maintenance of services.
5. Administer a coordinated and viable special education program which deals effectively with the differing needs of special education students and assist with implementation of the Response to Intervention (RtI) tiers for general education students.
6. Direct the program of identification and placement of students into special education programs.
7. Assure compliance with District and SELPA policies, practices and procedures as well as state and federal laws, codes and regulations.
8. Direct district response to special education complaints and represent district in due process proceedings and hearings.
9. Facilitate the provision of support services and educational information for the parents of children with special education needs by linking them to district and community resources.
10. Work with site IEP teams to facilitate placement of students in the appropriate special education programs and settings. Attend and chair IEP meetings as needed.
11. Direct the on-going maintenance of an accurate Special Education Information System (SEIS).
12. Direct the preparation of special education reports to the state.
13. Advise SMBSD administrators regarding special education laws and practices in order to maintain special education programs which adhere to state and federal requirements.
14. Plan and facilitate job-a-like special education staff meetings to ensure that special education personnel are well informed regarding state-of-the-art curriculum and behavioral strategies as well as policies, procedures, and legal requirements.
15. Facilitate the implementation of district adopted special education instructional programs.
16. Oversee Home/Hospital teacher program.
17. Oversee the District's 504 program.
18. Oversee the necessary transportation for special education students.
19. Oversee the ESY program for special education students.

20. Serve as liaison with other schools, districts and SELPA; serve as representative to the Special Education Local Plan Area (SELPA) coordinating committee.
21. Serve as liaison with community agencies supporting students with special needs.

**Minimum Qualifications:**

**Education:**

Master's Degree

**Credential:**

Credential in Special Education, CLAD/LDS, and Administrative Services Credential.

**Professional Experience:**

Minimum five (5) years successful classroom teaching experience; two (2) years of which must be special education related. Administrative experience preferred.

**Classification:**

Management

Workyear: 223 days