



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Director of Special Education</b>
<b>ADMINISTRATIVE RELATIONSHIP:</b>	The Director of Special Education reports directly to the Superintendent.
<b>CLASSIFICATION:</b>	Certificated
<b>REQUIREMENTS</b>	Minimum Degrees/Credentials/Experience Required for Position B.A. (B.S.), valid California Administration or Supervision Credential, and experience working with special education programs.
<b>SALARY SCHEDULE:</b>	Certificated Salary Schedule
<b>WORK - YEAR / HOURS:</b>	220 days
<b>LOCATION:</b>	Various
<b>BOARD APPROVAL:</b>	April 19, 2006 Revised April 1, 2009

### BRIEF DESCRIPTION OF POSITION

The Director of Special Education administers the district's special education program, coordinates student placements in programs, and articulates the district program with other schools and agencies.

### DUTIES AND RESPONSIBILITIES

1. Disseminates new laws, regulations and research trends related to special education and monitors compliance with state and federal laws.
2. Coordinates nonpublic school placements
3. Supervises the off-site programs and services provided to special education students, e.g. therapeutic, home teaching, transition assistance program
4. Serves as liaison with county programs, nonpublic schools, feeder districts, and community agencies on matters of program articulation and student placement
5. Coordinates special education transportation services
6. Assists in the development, administration, and presentation of staff training programs relative to special education
7. Assists in developing and implementing new programs and activities in district special education programs
8. Prepares proposals for grants related to special education and coordinates special education portion of the compliance review
9. Prepares and submits reports and attends board meetings as required

10. Represents the district at county, regional and state meetings and attends meetings as designated by the Superintendent and serves as the district representative to San Mateo County Special Education Local Plan Area (SELPA)
11. Serves as 504 officer
12. Plans and coordinates district-wide psychological services and provision of mental health services for special education
13. Coordinates and administers the district's special education program and special education summer school programs
14. Prepares and administers department budget
15. Supervises and evaluates certificated and classified staff assigned to the department
16. Provides for adequate inventory of property for which responsible and for the security of and accountability for that property
17. Performs such other tasks and assumes other responsibilities as designated by the Superintendent
18. Coordinates special education staffing allocation
19. Facilitates special education waivers
20. Coordinates and represents the district in special education legal disputes
21. Supervises the district nurse