

## LAKESIDE UNION SCHOOL DISTRICT

### POSITION DESCRIPTION

**POSITION TITLE:** Director, Special Education

#### **GENERAL SUMMARY:**

Under the general direction of the Superintendent, the Director of Special Education is responsible for the supervision and coordination of the District's special education program facilities and directs all Individual Educational Program (IEP) processes; serves as liaison to other public/private education agencies; serves as the District representative to the East County Special Education Planning Region; and performs other administrative duties of school supervision as may be required at the district.

#### **DUTIES AND RESPONSIBILITIES:**

##### **General:**

Recommends appropriate educational and psychological assessment programs for referred/identified students.

Interprets all testing and makes recommendations for school and class placements for all students with special education needs, including mentally gifted minors and physically disabled.

Evaluates educational strengths and weaknesses of student and recommends grade and school site placements as appropriate.

Provides for systematic reassessment of students with special education needs.

Makes recommendations in cases of exemption, non-promotion, acceleration, class assignment change and other cases upon request.

Responsible for providing program assistance to identified students who need to improve/develop good interpersonal relations. Provides direct guidance and assistance to students with learning, behavioral and adjustment problems.

Assists teachers to interpret test data and pupil personnel information.

Supports/develops and/or implements proactive programs such as RTI.

##### **Curriculum:**

Recommends curriculum and its implementation for certain special students to assure success.

Supports the existing educational and administrative philosophies of the District and works constructively towards those ends.

Shares and/or delegates responsibility, when appropriate to promote leadership training/development of special education staff.

Maintains a plan for special education staff development and professional self-renewal.

Attends meetings of the Board of Trustees and prepares appropriate reports as directed by the Board or the Assistant Superintendent, Educational Services.

Directs the development, implementation and evaluation of all aspects and levels of the school district's special education curriculum including the setting of priorities and the writing of behavioral and educational objectives.

Provides professional development activities in learning, child development and child management to parents, teachers, administrators and other professionals and paraprofessionals.

Keeps administrators and teachers informed as to changes in legal requirements relative to curriculum, instruction, testing, parent communications, use of community resources and the identification of special problems in children. Is current in special education case law.

**Community Relations:**

Serves on appropriate committees and organizations to assure the instructional mission/interests of the District and special education departments are properly represented.

Establishes and maintains effective working relationships with students, parents, community members, outside agency personnel and other interested school stakeholders. Represents the District in working cooperatively with community agencies and service groups as needed.

Works with local community in promoting and developing partnership to further the mission of the District and provide additional opportunity for special education students.

Coordinated public information about the District and/or the special education programs as necessary.

**Finance:**

Responsible for the development and dissemination and cost-effectiveness of the special education budget.

Serves as District advocate when SELPA (Special Education Local Planning Agency) budget is discussed and/or allocated.

Facilitates an understanding of the special education budget with staff and parent community.

Works to maximize efficiency and control costs.

**Personnel:**

Participates as directed by the Superintendent in the interviewing, selection and assignment of certificated and classified special education staff.

Works with site principals to ensure quality instruction by staff in special education classrooms.

Promotes positive staff morale and commitment with special education staff.

Respects and maintains professional confidences.

Uses appropriate professional channels for communicating personal/professional concerns.

Assures the provision of inservice appropriate to special education and other school personnel.

**Professional Obligations:**

Keeps aware of special education trends and developments and employs such information with District staff.

Maintains professional association memberships and represents the District on professional committees and with outside agencies.

**Authority and Functions:**

Under the direction of the Superintendent, shall be responsible for all management and operation of the special education program, and other administrative duties as assigned.

**Chain of Command:**

Reports directly and is responsible to the Superintendent.

**Education/Experience:**

Holds a Master's degree or Doctorate from an accredited university.

**License or Certification:**

Holds a valid California Pupil Personnel Services Credential issued by the California Commission on Teacher Credentialing.

First Aid and CPR certification.

**Employment Standards:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.