

DELANO UNION SCHOOL DISTRICT

ASSISTANT DIRECTOR OF SPECIAL EDUCATION

JOB SUMMARY:

Under the direction of the Superintendent or designee, the Assistant Director of Special Education will assist in directing and supervising the Special Education Program in the district. The Assistant Director will help ensure compliance with Special Education regulations, both State and Federal. The Assistant Director will provide services to schools that support the educational program for students with identified special needs students with learning disabilities, home and hospital students, and other students with specialized needs. The Assistant Director will assist with the supervision of district psychologists and speech-language pathologists.

REQUIRED QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Education and Credential:** Must possess a Master's degree from an accredited college or university in Special Education or in a closely related field; a valid California teaching credential or other related services credential; and a valid California Administrative Services Credential.
2. **Experience:** Demonstrated successful experience in working effectively with students, including individuals with exceptional needs and/or other special populations; ability to perform and meet the needs of a diverse population; ability to work with both district and site administration in the implementation of special education programs; knowledge of current regulatory/legal statutes regarding special needs populations in the state of California; experience in assessment, diagnosis and educational intervention relating to childhood exceptionalities.

ESSENTIAL FUNCTIONS OF THIS POSITION:

- A. Assess intellectual and educational characteristics of pupils by observing them and/or administering individual tests.
- B. Recommends appropriate planning for optimal educational and personality growth of pupils.
- C. Determines psychological eligibility for and recommends pupil placement in special programs and classes.
- D. Monitor delivery of instruction on a regular basis in special education classrooms.
- E. Report findings on a regular basis to principals and the Assistant Superintendent of Educational Services.
- F. Consults with staff, parents and outside agencies regarding special education programs and programs offered.
- G. Supervision of district school psychologists and speech therapist and other certificated staff as assigned.
- H. Provide staff development to improve academic achievement goals in the program as appropriate.
- I. Manages the special education budget and expenditures.
- J. Supervises special education support and clerical staff.
- K. Plans, supervises and evaluates the special education program on an ongoing basis.
- L. Perform other duties as assigned.

Assistant Director of Special Education

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis:

- 1. Seldom = Less than 25%
- 2. Occasional = 25 – 50%
- 3. Often = 51.75
- 4. Very Frequent = 76% & above

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand and circulate for extended periods of time.
- 2 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.
- 1 g. Ability to lift 20 lbs.
- 1 h. Ability to carry 15 lbs.
- 2 i. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION:

- 1. Attend and participate in assigned meetings and conferences.
- 2. Gives, understands, and carries out oral and written directions; works effectively in challenging situations and in changing conditions.
- 3. Effectively operates the student information computer software.
- 4. Prioritizes and schedules work.
- 5. Maintains and establishes appropriate confidentiality of materials.
- 6. Meets timelines and schedules.

Employee: _____

Date: _____

Authorized Representative: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of their responsibilities, duties and skills required of personnel so classified.