

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

Title: Director, Special Education

Reports to: Assistant Superintendent of Instruction

Supervises: Program Specialists, District Level Designated Instructional Services, Personnel (DIS), Psychologists

Job Goal: To provide leadership in administration, monitoring, and coordination of special education programs and services in the least restrictive environment which meets the needs of disabled students in accordance with federal and state laws and guidelines.

Performance Responsibilities:

1. Provide leadership and coordination of all special education programs and services in the District.
2. Keep informed of all legislative and State Department of Education requirements pertaining to special education.
3. Develop procedures to insure adherence to state and federal laws and regulations concerning the education, care and treatment of the handicapped. Disseminate special education information to appropriate District office and site personnel.
4. Direct pupil case work as required for placement, review and discharge from special education programs.
5. Direct staff in determining eligibility for special education programs.
6. Direct the development, implementation and evaluation of special education programs and related services.
7. Work cooperatively with the Director of Student Services and Director of Vocational Education in the provision of services for the disabled.
8. Work cooperatively with other districts, county office and community agencies in providing for the needs of the disabled.
9. Develop and implement inter-agency agreements and contract with non-public schools and non-public agencies providing services to special education students.
10. Develop and implement procedures for utilization of District support personnel at the site level.
11. Assign, supervise and evaluate department administrative, credentialed and classified staff.
12. Develop, complete and submit appropriate state and federal reports.
13. Direct the preparation of attendance reports, surveys and other descriptive information.

14. Maintain special education data processing files for all special education students for data collection and program evaluation

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15. Generate and maintain class lists for all special education programs and services.
16. Develop and implement procedures for class assignment of pupils and teachers to insure the best available learning situation for each student.
17. Develop and implement procedures in conjunction with the Personnel Department for selection and assignment of certificated and classified staff which includes recruiting. Screening, interviewing and recommending personnel for employment.
18. Coordinate the special education program with other District programs, i.e. Bilingual, Title I, Magnet, SIP, Preschool, elementary, secondary, etc.
19. Direct inservice programs for regular and special education teachers relative to the needs of special students.
20. Direct the development of appropriate curriculum and instructional strategies to meet the needs of special education students.
21. Direct the activities and structure of the Special Education Community Advisory Committee in accordance with state laws and District needs.
22. Inform parents of their due process rights for the handicapped.
23. Assist parents in problem solving situations regarding their child's program.
24. Develop and implement Board policies for special education.
25. Make presentations to the Board of Education regarding special education programs, as request.
26. Represent the District at local, state, federal and regional conferences and meetings concerned with special education, as request.
27. Investigate allegations of non-compliance of special education laws.
28. Determine special education programs and services necessary to meet the needs of student in our District.
29. Develop and manage the special education budget for the appropriate expenditure of federal, state and local special education funds in order to meet the needs of disable students.
30. Act as a resource to site administrators regarding special education concerns.
31. Other responsibilities:
 - a. Coach assigned administrators in District adopted Clinical Supervision model.
 - b. Perform other duties as requested.
 - c. Attend Board and District meetings as appropriate.

10/19/09

Qualifications

1. Appropriate California Administrative Credential
2. Valid teaching credential in Special Education; Pupil Personnel credential in School Psychology is desirable.
3. MA degree
4. Five years prior administrative experience including programs for disabled students.
5. Five years of successful teaching in special education.
6. Leadership skills.
7. Organizational skills.
8. Ability to relate well to school personnel and community.
9. Physical and emotional stability.
10. Flexibility.
11. Ability to communicate effectively in written and verbal form.

Terms of Employment

Salary Placement: Range 28
Work Year: 226 days
Evaluation: Performance evaluation will be in accordance with the provisions of the Administrators Evaluation Process.

Board date:3/22/07
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Rev. 2/9/07