

# LEMOORE UNION SCHOOL DISTRICT

## Human Resource Division

### Director of Special Services

#### Job Description

#### **DEFINITION:**

The Director of Special Services is directly responsible to the Superintendent. The Director oversees and directs the planning, development, implementation, and evaluation of the district's special education programs, home and hospital teaching, health and psychological services, and alternative education programs for the district.

#### **REQUIRED QUALIFICATIONS:**

##### *Skill and Ability to:*

- Plan, organize, and administer special services programs of the District
- Establish and maintain effective working relationships with the staff and the public, to speak and write effectively, and to plan, organize, and supervise the work of others
- Implement educational strategies based on evaluation and assessment data
- Exercise judgment and discretion in interpreting, communicating, applying and explaining rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Prioritize, plan and organize work effectively to meet schedules and timelines
- Demonstrate leadership and organizational ability
- Assist development and manage budgets for assigned programs and areas of responsibility;
- Advise the Assistant Superintendent, Superintendent and Board in areas of designated responsibility;
- Represent the District in a positive manner throughout the community;
- Communicate effectively and maintain cooperative and positive relationships with personnel and community members contacted in the course of work.

##### *Knowledge of:*

- Applicable laws, codes, regulations, policies and procedures;
- State and federal regulations related to special services and compliance requirements;
- Budget development and management processes;
- Program evaluation procedures;
- Designing and delivering professional staff development and coordinating people and programs.
- Multiple data resources for obtaining student demographic and achievement data utilized for comparability reports and analysis;
- Working knowledge of the Professional Learning Community philosophy and processes.

##### *Education and Experience:*

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying, included the following:

- Masters Degree
- Five years successful multi-level K-8 experience in the special education field and five years successful administrative experience at school and/or district level.
- Special Education teaching or school psychology experience is preferred.

##### *Credentials:*

- A valid California Administrative Service Credential.

**ESSENTIAL FUNCTIONS:**

- Assists in budget preparation for special service related programs;
- Reviews and recommends budgets required by the Curriculum Department to maintain the District’s special services programs;
- Reviews and revises District policies and administrative regulations related to special services;
- Participates in executive planning in curriculum development in all areas of District programs and services related to curriculum and instruction;
- Works with site administrators and staff committees in organizing and coordinating meetings, with the goal of continuity and articulation of the District special services programs;
- Coordinates with the Technology Department and related staff to provide leadership in the identification, design, dissemination, implementation, and evaluation of student data as well as promising best practices;
- Prepares presentations and reports for the Superintendent and Board of Trustees
- Assists with the district-wide assessment and evaluation process as assigned;
- Provide support for all staff including teachers, administrators, and support personnel, including assistance in improving parent and community involvement;
- Develop, implement, supervise, and evaluate special education programs, psychological and counseling services, nursing, and alternative program services in the district.
- Represent the district at Kings County SELPA.
- Consult and coordinate with Kings County SELPA the appropriate placement of students.
- Coordinate training, in-service, and professional growth opportunities for special services staff.
- Provide general education administrators and teachers staff development opportunities concerning special services issues.
- Coordinate statutory reviews for all special education students.
- Initiate referrals to other county and regional agencies as necessary.
- Perform other duties or assume other responsibilities as assigned by the Superintendent.

**WORKING CONDITIONS:**

Environment:

- Office Environment.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations;
- Sitting or standing for extended periods of time;
- Vision sufficient to read complex printed materials and monitor financial data.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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

**Employment: 215 days**

***Board Approved: March 11, 2014***