

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SENIOR DIRECTOR-SELPA

DEFINITION:

Under the direction of the Associate Superintendent, Educational Services, plan, organize, control and direct the programs, activities and operations of the District Special Education Department; assure compliance with applicable laws and regulations; assure fiscal stability of Special Education programs; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct the operations of the District Special Education program.
- Prepare and process applications, reports and budgets for the Special Education Local Plan Area in accordance with State and federal laws.
- Provide a variety of services and programs to create the least restrictive environment for Special Education students.
- Assure program compliance with State Quality Assurance Process, including Focused Monitoring Verification and Coordinated Compliance Reviews.
- Respond to parent concerns; investigate relevant information to resolve issues.
- Direct the implementation of State and alternative Special Education assessments.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to the Associate Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Develop, implement and evaluate curriculum in designated areas; provide direction in development of expectations for student learning supervise the selection of appropriate textbooks and other instructional materials.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for the Special Education Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings including Board and community meetings as assigned; plan parent informational meetings.
- Plan and conduct presentations; plan and implement professional development trainings to address compliance an increase student outcomes.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Master's degree in education or related field and five years Special Education experience.

Licenses and other Requirements

- Valid California Administrative Credential
- Valid California Special Education Credential.
- Valid California Teaching Credential.
- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Doctorate Degree.
- Valid California Teaching Credential in General Education.

Knowledge of:

- Planning, organization and direction of the District's Special Education Department.
- Applicable laws, codes, regulations, policies and procedures related to Special Education and general education and other assigned areas.
- District Board policies and administrative regulations related to special education issues.
- General education curriculum and programs to assist school sites in determining appropriate programming for students with disabilities.
- Special Education regulations to support programming and the development of appropriate and defensible IEP's.
- Understanding of disabilities, assessments and discipline regulations for Special Education students.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Assure compliance with applicable laws and regulations.
- Assure fiscal stability of Special Education programs.
- Manage District resources and Special Education program funding.
- Provide instructional leadership.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 8/5/14

Board Approved: 8/18/14

FLSA Status: Exempt