

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Director III, Special Programs

DEFINITION

Under direction, organizes and provides leadership to the Infant, Special Education Preschool, and SEEDS Programs operated by the County Office; coordinates Special Education and related services provided by the County Office to school districts in the County; and performs related work as assigned.

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Special Education

SUPERVISION OVER

Clerical, technical, and professional personnel as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Plans, coordinates, directs, and evaluates the overall operation of the Infant, Special Education Preschool, and SEEDS Programs including providing educational leadership and services; plans, prepares, and administers the annual department budget and exercises proper financial controls; assists in the recruitment, selection, placement, and evaluation of staff; responsible for the maintenance and security of department records and reports; prepares reports and correspondence as necessary; keeps abreast of current and proposed legislation affecting the Special Education programs; advises the Superintendent, Deputy Superintendent and Assistant Superintendent on all necessary matters of interest with regard to the operation of the Infant, Special Education Preschool, and SEEDS Programs; assists school districts and other public and private educational agencies in the establishment, administration, and coordination of their special education programs.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of master's degree (doctorate degree desirable) with major course work in Educational Administration and/or Special Education. Successful experience in a special education teaching position or other related certificated assignment. Two years of successful experience as an administrator. Possession of a valid California Special Education Credential and a valid California Administrative Credential.

Knowledge, Skills, and Abilities

Knowledge in all types of special education programs; skills and knowledge of effective supervision, curriculum, and staff development programs; knowledge and skills in special education program development and design, needs assessment, research methodology, and program evaluation; knowledge of special education funding and budget control; knowledge and interpretation of current educational legislation; interpersonal skills to communicate and coordinate effectively with individuals and groups; management and supervisory skills to select, assign, and evaluate personnel and to plan, organize, and assign work priorities; writing skills to prepare correspondence and reports.

Approved 7/05