

Sacramento County Office of Education Job Description

Classification Title: Director, Special Education Programs and Services

DEFINITION

Under general direction, coordinates 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; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Assistant Superintendent, Special Education

SUPERVISION OVER

Classified and certificated 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, organizes, 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; conducts regular meetings and trainings for Special Education and SEEDS 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; attends a variety of meetings representing Special Education or SEEDS to provide or receive program related information; 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

A valid California administrative services credential with two years of supervision or administrative experience within the last three years; master's degree in Educational Administration and/or Special Education highly desirable. Successful experience in a special education teaching position or other related certificated assignment.

Knowledge of:

Curriculum related to general and special education; techniques and practices of effective supervision, staff development and administration; Federal and State legislation, laws, policies, procedures and practices regarding special education programs and services; strategies for special education program development and design, needs assessment, research methodology, and program evaluation; special education funding, budget preparation and control; personal computers, related software applications and standard office equipment.

Skill and Ability to:

Plan, implement, assess, and evaluate programs and services; develop program goals, set priorities and monitor expenditures; select, assign, train, supervise, coordinate and evaluate classified, certificated and management staff; develop and maintain positive working relationships; communicate effectively in both verbal and written form with individuals and groups; prepare correspondence, reports and presentations; present ideas and concepts clearly and concisely; comprehend and interpret laws, rules, regulations, and policies pertaining to programs and services; research, acquire and evaluate appropriate data for effective

problem solving and/or decision making; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of program goals; research, analyze and evaluate new service delivery methods, procedures and techniques.

Revised 6/2013
Former title: Director III, Special Programs
Approved 7/2005