

# **Sacramento County Office of Education Job Description**

## **Classification Title: Executive Director, Special Education**

### **DEFINITION**

Under general direction, coordinates, organizes, maintains, administers, evaluates, and provides leadership to the Special Education Department 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**

Deputy Superintendent

### **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, coordinates, directs, and evaluates the overall operation of the Special Education Department including providing educational leadership for administrators, programs and services; provides and maintains a working environment conducive to the continued improvement of special education instructional programs; maintains staffing to ensure program objectives are achieved within budget and assists in the recruitment, selection, placement, supervision and evaluation of department staff; plans, prepares, and administers the department budget and exercises proper financial controls; collaborates with stakeholders to implement and maintain services and programs, and facilitates communication to evaluate, problem solve and resolve conflicts; ensures compliance with state, federal, and county regulations; keeps abreast of current and proposed legislation affecting special education programs; advises Superintendent and cabinet-level administrators on matters of interest with regard to the operation of the Special Education Department; assists school districts and other public and private educational agencies in the establishment, administration, and coordination of their special education programs; represents Sacramento County Office of Education as assigned at local, regional, and state meetings; maintains security of department records and reports; prepares reports and correspondence as necessary; performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Possession of a valid California Special Education Credential and Administrative Services Credential; doctorate degree from an accredited institution in a related field desirable; successful experience providing special education instructional services and a minimum of two years of successful administrative experience.

#### **Knowledge of:**

Techniques and practices of effective supervision and administration; Federal and State laws, policies, procedures and practices governing special education programs; current theories, practices, and techniques in special education and youth development programs; instructional and behavior management strategies; effective curriculum and staff development programs; special education program development and design, needs assessment, research methodology, and program evaluation; special education funding, budget development and management; current educational legislation; effective communication and collaboration methods and strategies.

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

Plan, implement, assess and evaluate special education programs; select, train, supervise and evaluate

staff including administrators, educators and support staff; plan, organize, and assign work priorities; identify professional development needs and oversee staff development programs; maintain funding and budget control; interpret and implement rules, policies, regulations and guidelines related to the work of the department; present ideas and concepts clearly and concisely; comprehend and interpret laws, rules and regulations, and policies pertaining to programs and services; research, acquire and evaluate appropriate data for effective problem solving and decision making; develop and maintain positive working relationships; collaborate with individuals and groups; communicate effectively in both verbal and written form; prepare correspondence and reports.

**Other Characteristics**

Possess a valid California driver's license; provide own transportation and willingness to travel as needed.

Approved 4/2017