

Title:	Senior Director of Special Education	Reports To:	Chief Student Support Officer
Department:	Student Support Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input checked="" type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Full-Time	No. of Work Days:	225 days
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description
Salary Schedule:	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Contract  <input type="checkbox"/> Executive Cabinet  <input type="checkbox"/> Principal/Assistant Principal  <input checked="" type="checkbox"/> Certificated District Office Management    Range 1A  <input type="checkbox"/> Classified District Office Management  <input type="checkbox"/> Certificated Coordinator  <input type="checkbox"/> Classified Coordinator  <input type="checkbox"/> Occupational Therapist  <input type="checkbox"/> Psychologist/Behavioral Specialist                 </div> <div> <input type="checkbox"/> Confidential  <input type="checkbox"/> CSEA 27  <input type="checkbox"/> CSEA 860                 </div> </div>		

### **GENERAL SUMMARY OF DUTIES:**

- Under direction of the Chief Student Support Officer, the Senior Director of Special Education works with District and site administrators to develop, implement and maintain one, unified educational program that supports all learners.
- To ensure the District maintains legally defensible special education programs resulting in the provision of a free appropriate public education (FAPE) for each eligible special education student.
- To support the development of preventive services for students at risk of academic failure.

**DUTIES OF THE JOB:**

- Provides leadership in ensuring the implementation of all legal requirements governing the education of students eligible for special education programs and services. *E*
- Provides leadership in maintaining and establishing legally defensible special education programs and services. *E*
- Identifies, plans, and implements curricular programming with appropriate staff development to ensure that special education students receive an educational benefit. *E*

\*E – *Essential Function*

- Establishes, evaluates and implements procedures to ensure the efficient, effective implementation of special education programs and services. *E*
- Provides outreach and on-going communication with staff, community and parent groups regarding special education programs and issues. *E*
- Manages and coordinates District response to all litigation in the area of special education. *E*
- Establishes and maintains an effective working relationship with principals and site staff to support both special education and general education intervention programs. *E*
- Recommends policies and programs essential to the needs of exceptional children. *E*
- Develops budget recommendations and provides analysis on expenditure impact on established budgets for special education. *E*
- Analyzes and clarifies special education laws, programs, and fiscal impact to the Board, the administration, the staff and the public at large. *E*
- Evaluates special education administrative unit personnel, itinerant staff and assists site administrators with evaluation of site special education personnel. *E*
- Evaluates all special education programs, facilities, curriculum, learning activities, materials and supplies, parent relationships and teaching practices. *E*
- Ensures procedures for continuous child find both in the District and in private schools. *E*
- Evaluates existing programs as an ongoing responsibility and recommend changes and additions as needed. *E*
- Ensures timely and accurate completion of periodic state Special Education Self Review. *E*
- Provides leadership in recruitment, selection and recommendation for hiring of any special education personnel. *E*
- Assumes responsibility for the supervision and coordination of the Extended Year Program for special education students. *E*
- Assumes responsibility for compiling, maintaining and filing all reports and records legally required or administratively useful. *E*
- Assists in the development of and maintenance of complete and cumulative individual special education records of all children receiving special services or enrolled in special classes. *E*
- Supervises preparation of attendance reports and similar data necessary to reimbursement of funds, collecting of tuition for out-of-district students and similar fiscal matters. *E*
- Assumes responsibility for the arrangement of transportation of all students requiring transportation per IEPs. *E*
- Maintains a permanent inventory of equipment purchased for special education and low incidence students. *E*
- Establishes procedures for requisitioning, ordering and paying for special education equipment and supplies. *E*
- Makes recommendations on designing, furnishing, equipping and locating new special education classrooms or programs. *E*

*\*E – Essential Function*

- Assumes responsibility for own professional growth and development; for keeping current with legal trends, the literature, new research findings and improved techniques; and for attending appropriate professional meetings and conventions. *E*
- Regularly provides reports and updates to the Board of Education, administration, teachers, parents and community groups. *E*
- Serves as a member of the District Extended Cabinet and Management Team. *E*
- Represents the District at appropriate meetings including SELPA and parent meetings. *E*
- Performs other job related duties. *E*

#### **EDUCATION AND EXPERIENCE:**

- A Master's Degree
- Valid clear administrative services credential
- Valid clear special education or pupil personnel services credential
- At least five years' experience in special education with at least one-year experience as a special education administrator

#### **SUPERVISES AND SUPPORTS:**

- Special Education Programs and Assigned Staff

#### **PHYSICAL REQUIREMENTS:**

Frequency key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency		Activity	Frequency
Bend	1		Lift/Carry 0-10 lbs	2
Twist	1		Lift/Carry 11-25 lbs	2
Squat	1		Lift/Carry 26-40 lbs	1
Kneel	1		Lift/Carry 41-100 lbs	2
Climb	1		Stand	2
Reach Above Shoulder	1		Walk	2
Grip/Grasp	2		Sit	3
Extend/Flex Neck	1		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	3
Use Left Hand	4		Keyboarding/Mouse Work	3
Ability to See	4		Ability to Hear	4

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*\*E – Essential Function*