

**MORGAN HILL UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE:** *Director of Special Education and Student Services*

**GENERAL DESCRIPTION**

Under the direction of the Assistant Superintendent of Educational Services, the Director of Special Education and Student Services shall assume responsibility for the planning, development, coordination, and management of all special education programs, services, budgets and personnel and shall ensure compliance with state and federal regulations governing the delivery of services to students with disabilities; and is also responsible for development, implementation and evaluation of the district's Special Education programs and the administration of the District's Child Welfare and Attendance Programs, alternative schools, and serving as liaison with appropriate public and private agencies.

**DUTIES AND RESPONSIBILITIES**

1. General

- Demonstrates foresight, examines issues and takes initiatives to improve the quality of education in the community.
- Embraces and encourages the acceptance of diversity.
- Uses effective people skills to communicate.
- Provides and maintains an environment where optimal student growth can take place.
- Demonstrates instructional leadership.
- Demonstrates an understanding of the dynamics of the educational organization.
- Effectively manages the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
- Uses supervision, staff development, and performance evaluation to improve the educational program.
- Maintains a familiarity with current educational issues through a process of ongoing personal development.
- Use supervision, staff development, and performance evaluation to improve the performance of employees. To do this, the administrator follows procedures consistent with the state and local teacher/support performance evaluation plan.
- Works cooperatively with building administration and staff in planning, implementing, and managing programs and services for students with disabilities.
- Ensures that all students with disabilities in the Morgan Hill schools are provided a free and appropriate public education through the provision of instructional programs and related services.
- Assists the Assistant Superintendent of Human Resources in the recruitment and employment of properly licensed personnel as required to provide services to students with disabilities consistent with their IEPs.
- Conducts on-going assessments to identify needs within the district for use in planning of budgets and programs.
- Conducts the application process required for receipt of funds under federal grant projects.

- Develops local policies and procedures to ensure compliance with state and federal regulations.
  - Develops policies and procedures to govern the delivery of special education and related services, including staff assignments.
  - Develops policies and procedures to govern the evaluation of students referred for special education services, including staffing patterns and organizational structure.
  - Conducts performance evaluations for staff assigned to the special education office.
  - Coordinates staff development opportunities to enable staff to better serve the needs of special education students.
  - Conducts, in cooperation with building administrators, staff, parents, and community, on-going evaluation of programs, services, and coordinate the long range planning process to meet the needs of students.
  - Cooperates with the Transportation Department in planning and delivery of services to students whose IEPs require.
  - Approve absences of special education personnel.
  - Establish and maintain on-going communication with the administration and regular/special education staff.
  - Provides leadership in developing, implementing, evaluating and revising the District's Special Education programs preschool through 12th grade.
  - Coordinates and monitors District's Special Services programs such as speech and language, psychological, visually handicapped, and adaptive physical education.
  - Supervises contractual relationships with private schools involving service to District pupils.
  - Proceeds with orderly implementation of Master Plan for Special Education by providing leadership within Morgan Hill Unified School District and cooperation with other agencies.
  - Coordinates district's program with alternative schools designed to meet the needs of exceptional students.
  - Oversees the process for home visits or other recognized methods to verify absence in cooperation with school site attendance personnel.
  - Oversees process on absentee referrals from schools and determines reasons for absenteeism.
  - Works with principals, teachers and other district employees to solve problems related to tardiness or absenteeism.
  - Establishes and maintains a system of keeping records and makes reports for future referral.
  - Assists principals in planning innovative programs aimed at keeping children in school.
  - Oversees Safe and Drug Free Schools Program and services.
  - Supervises the curriculum development activities of certificated and classified Special Education staff.
  - Oversees the evaluation of programs associated with this position.
  - Develops methods of disseminating information regarding the importance of regular school attendance and laws relating to families and children for the use of parents, pupils and school staff.
  - Maintains effective working relationships with various public and private agencies involved in social services and/or law enforcement.
  - Involves parents and community in the development, implementation and evaluation of the District's Special Education programs.
  - Responds to concerns and questions from community members in a timely and professional manner.
  - Participates in community events and acts as a community liaison for the District.
  - Manages grants and Categorical program budgets.
- Prepares mandated state and federal reports and Board of Education reports within the area of

responsibility.

- Informs the Superintendent and the Board of Education regarding the needs of special attendance programs; i.e., Saturday School, In-House Suspension, Opportunity Class, Day Center Program, Home Teaching, work permits, pupil records.
- Develops and manages budgets in the Special Services.
- Participates in the personnel selection process when appropriate.
- Supervises and evaluates Special Education staff (site/district).
- Participates in the personnel selection process when appropriate.
- Develops and/or revises policies that pertain to the student services program and communicates changes to all school personnel.
- Administers district policies and contract provisions.
- Promotes and maintains a professional attitude among staff.
- Works with school principals to determine the assignment of Special Education employees to schools.
- Recommends employment of staff on extra-duty contracts to support school programs.
- Keeps abreast of professional literature and recent research findings in education and employs such information in the District program.
- Participates on District and professional committees.
- Represents the District on other decision-making bodies when appropriate.
- Works closely and cooperatively with other District administrators as a team member of the District management group.

2. Additional Duties and Responsibilities

- Other tasks as may be deemed appropriate and necessary by the immediate supervisor and/or the Superintendent.

3. Qualifications

- A Master's degree.
- A valid California administrative license as required by the State of California.
- A minimum of five years public school experience in at least one area of special education.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

4. Physical Requirements

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

5. Work Environment

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After-hour work may be required. May make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

6. Employment Standards

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

7. Terms of Employment

Salary and work year to be established by the Board.

*Reviewed and Approved by the Board of Education: 9-11-12*  
*Adopted: 9-11-12*