

MORGAN HILL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: *Director of Special Education*

GENERAL DESCRIPTION

Under the direction of the Assistant Superintendent of Educational Services, the Director of Special Education 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.

DUTIES AND RESPONSIBILITIES

1. General

- a. Demonstrates foresight, examines issues and takes initiatives to improve the quality of education in the community.
- b. Embraces and encourages the acceptance of diversity.
- c. Uses effective people skills to communicate.
- d. Provides and maintains an environment where optimal student growth can take place.
- e. Demonstrates instructional leadership.
- f. Demonstrates an understanding of the dynamics of the educational organization.
- g. Effectively manages the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
- h. Uses supervision, staff development, and performance evaluation to improve the educational program.
- i. Maintains a familiarity with current educational issues through a process of ongoing personal development.
- j. 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.
- k. Works cooperatively with building administration and staff in planning, implementing, and managing programs and services for students with disabilities.
- l. 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.
- m. 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.
- n. Conducts on-going assessments to identify needs within the district for use in planning of budgets and programs.
- o. Assists the Deputy Superintendent for Business in planning, development, and management of operation budgets.
- q. Conducts the application process required for receipt of funds under federal grant projects.
- r. Develops local policies and procedures to ensure compliance with state and federal regulations.
- s. Develops policies and procedures to govern the delivery of special education and related services, including staff assignments.

- t. Develops policies and procedures to govern the evaluation of students referred for special education services, including staffing patterns and organizational structure.
- u. Conducts performance evaluations for staff assigned to the special education office.
- v. Coordinates staff development opportunities to enable staff to better serve the needs of special education students.
- w. Coordinates delivery of homebound services when recommended through the IEP process.
- x. 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.
- aa. Cooperates with the Transportation Department in planning and delivery of services to students whose IEPs require.
- bb. Approve absences of special education personnel.
- cc. Establish and maintain on-going communication with the administration and regular/special education staff.

2. Additional Duties and Responsibilities

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

3. Qualifications

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

4. Appointment

The Director of Special Education shall be recommended by the Superintendent and appointed by the Board.

5. Physical Requirements

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

6. Safety and Health

- a. TB Test.
- b. Knowledge of universal hygiene precautions.

7. Equipment/Material Handled

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

8. Work Environment

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.

9. Terms of Employment

Salary and work year to be established by the Board.

Adopted: March 14, 2006