

Sweetwater Union High School District

DIRECTOR OF SPECIAL SERVICES

Purpose Statement

The job of Director of Special Services is done for the purpose/s of planning, implementing, directing and maintaining the district's Special Education, psychological and related programs and services; and maintaining staffing to ensure that programs and services are achieved within budget; and to provide staff assistance to an area superintendent.

Essential Functions

- Implements special education services programs and/or projects (e.g. handicapped student accommodations, program budgets, student placements, etc.) for the purpose of conforming to district and state curriculum and/or instructional objectives.
- Monitors districtwide and school site based special education programs and/or projects for the purpose of implementing and achieving objectives within area of responsibility.
- Assists school principals in performing personnel functions for special education staff (e.g. selection, placement, training, evaluation, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring that program objectives are achieved within budget.
- Coordinates program components, support needs and material for the purpose of delivering services which conform to established guidelines.
- Develops long and short range plans in relation to assigned administrative responsibilities (e.g. policies, procedures, staffing, budgets, materials, equipment, space requirements, safety plans, etc.) for the purpose of implementing special education programs/services and complying with local, state and federal regulations.
- Collaborates with other district personnel (e.g. school and district office administrators, parents, college representatives, etc.) for the purpose of implementing and /or maintaining services and programs.
- Facilitates and/participates in meetings, processes, etc. (e.g. due process hearings, district liaison, special education parent groups, IEP's, etc.) for the purpose of implementing and maintaining district Special Education programs and services.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Monitors fund balances of special education services and other related programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Prepares a wide variety of often complex reports, documents and other materials in both written and electronic formats (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Researches topics required to manage assignments (e.g. relevant policies, new federal and state statutory regulations, staffing requirements, financial resources, etc.) for the purpose of developing new programs/services, ensuring program compliance with relevant federal and state requirements, securing general information and/or responding to requests.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

- Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with various policies and procedures, monitoring program components, and assisting with school improvement planning.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Attends a wide variety of meetings (e.g. Board meetings, training, hearings, IEP's, workshops, in-service programs, etc.) for the purpose of providing and/or receiving information.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to oversee departmental budget; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: principles of effective language/speech/hearing service delivery; grant writing; pertinent federal, state and local laws and regulations; business telephone etiquette; and psychological services for a secondary school district.

ABILITY is required to organize a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under a generally hazard free environment.

Education/Experience

Master's degree from an accredited college or university with major course work in education. Three years of successful secondary teaching/pupil services experience, including two years of special education teaching/pupil services experience. School administrative experience is desirable.

Required Testing

None Specified

Continuing Educ./Training

None Specified

Certificates

California Teaching/Pupil Services Credential
California Administrative Services Credential
California Specialist Credential, Spec Education

Clearances

Criminal Justice Fingerprint/Background
Clearance

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

*Management Job Description
Adopted by BOT 4/09/07*