

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: Assistant Director of Special Education

JOB GOAL: Under the direction of the Executive Director of Special Education, the Assistant Director assists in planning, utilization of existing resources and development of special education programs; oversees and evaluates the effectiveness and efficiency of key special education projects, programs and employee groups; assists in the development of staffing supports required to provide special education services, and works with site personnel to improve their special education programs and services to students.

QUALIFICATIONS:

Knowledge of:

1. Special Education laws and procedures.
2. Frameworks/guidelines for Special Education.
3. Current, effective principles, practices and materials for curriculum and instruction.
4. Safety rules and regulations for this position.

Ability to:

1. Be a productive and active team player.
2. Effectively and efficiently supervise a variety of personalities with a minimum of disruption.
3. Make accurate and timely decisions.
4. Learn and implement Board Policies, Administrative Regulations, and District procedures for Pupil Services.
5. Work successfully with diverse groups of people.
6. Work both collaboratively and independently.
7. Learn and implement District, SELPA, state and federal laws and guidelines relating to Special Education.
8. Serve as an administrator/Local Education Agency (LEA) representative for Individualized Education Program (IEP) meetings.
9. Identify alternate means for meeting needs of students with exceptional needs.
10. Facilitate change through effective communication and group interaction process.
11. Communicate effectively in both oral and written form.
12. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
13. Establish and maintain effective work relationships with teachers, administrators, staff, parents and others contacted in the performance of required duties.

Training and Experience:

1. Possession and maintenance of a valid California Special Education or Pupil Services Credential.
2. Possession and maintenance of a valid California Administrative Services Credential.
3. Master's Degree or higher in Special Education or related pupil support services.
4. Minimum of three (3) years' experience in Special Education or related pupil support services.

JOB DESCRIPTION ASSISTANT DIRECTOR OF SPECIAL EDUCATION

REPORTS TO: Executive Director, Special Education or designee

ESSENTIAL FUNCTIONS:

1. Assists in developing, managing and coordinating the staffing of special education instructional assistants, Designated Instructional Services aides, licensed vocational nurses, speech therapists, occupational therapists, mental health providers, special education teachers, and other related service providers.
2. Assists in program planning, utilization of existing resources, and development of special education programs,
3. Supervises and case manages placements of students in specialized programs in and outside the District (District special education programs, home/hospital instruction, home instruction, alternative programs, county programs, non-public schools, residential treatment facilities).
4. Assists in the formulation and development of policies, procedures, and programs.
5. Conducts administrative oversight of alternative programs, including homebound, virtual, homeschooling, and adult transition programs.
6. Develops pre-referral interventions to assist students requiring supports in general education.
7. Manages caseloads and develops assistance to staff.
8. Consults, advises with and assists site administration, special and general education teachers, special education instructional aides, professional service provider support staff, and clerical support staff regarding special education requirements and programs for individuals with exceptional needs.
9. Responds to complaints from parents, staff, and community members.
10. Provides in-service training and participates in the District's and school's professional development, research, program development, and innovation of special methods and approaches to meet the needs of special education students.
11. Participates as administrator/LEA (Local Educational Agency) representative in assigned Individualized Education Program team (IEP) meetings.
12. Serves as a resource person for special education curriculum.
13. Facilitates the placement of exceptional children in non-public school/RTC or other outside-district programs and monitors such placements.
14. Assists with evaluation of the effectiveness of special education programs.
15. Assists in monitoring school site programs and record keeping to ensure compliance with state/federal laws, county/SELPA (Special Education Local Plan) requirements.
16. Provides guidance regarding the pre-referral procedures for special education and 504 accommodation plans.
17. Supervises and evaluates of special education personnel.
18. Collaborates with parents of individuals with exceptional needs.
19. Chairs necessary committees.
20. Oversees occupational therapy, physical, speech therapy, and other contracts with providers of special education assessments and services.
21. Coordinates extended school year, home-based, and extended day programs.
22. Participates and assists in due process hearings, mediations, resolution sessions, and alternative dispute resolutions panels as requested.
23. Consults with sites and specialists regarding design, coordination, and implementation of special education services.
24. Responds to complaints from staff, parents, and community members.

JOB DESCRIPTION ASSISTANT DIRECTOR OF SPECIAL EDUCATION

ESSENTIAL FUNCTIONS (continued)

25. Responds to requests for information pursuant to complaints, audits, and investigations.
26. Knows and follows the district Mission and Core Values.
27. Supports the Executive Director of Special Education with the evaluation of the effectiveness of special education programs, monitoring special education growth, and making necessary recommendations for program improvement.
28. Prepares staffing recommendations based on the evaluation of the growth or decline of special education services required to meet the needs of students and employee caseloads.
29. Evaluates staff caseloads and develops staffing; monitors the provision of special education services, implements developing special education service provider assignments and monitors the required supports to serve special education students.
30. Manages and oversees the development and implementation of Individualized Education Programs and contracts.
31. Assists school sites in the management of special education instructional aides, Designated Instructional Service (DIS) aides and special education teachers assigned to specialized programs (i.e. classes for students with severe disabilities, classes for students with behavioral disorders, preschool, adult transition program).
32. Manages contracts with outside agencies supporting students with exception needs.
33. Responds to Independent Educational Evaluation (IEE) requests and coordinates the implementation of assessment contracts.
34. Supports Executive Director in dispute resolution activities including resolution sessions, mediation and due process hearings.
35. Coordinates efforts of special education teachers and special education service providers; assists them with methods and strategies to provide instruction and services to meet the needs of students.
36. Supervises the work of staff with special education data management systems (i.e. SEIS, CASEMIS, CALPADs).
37. Monitors caseloads and develops recommendations on providing supports for special education teachers and special education service providers as it relates to their caseloads.
38. Evaluates special education personnel.
39. Manages the district billing processes (i.e., LEA billing, medical billing) and implementation of grants (i.e., Workability, We Can Work).
40. Interacts with staff, students, and parents in a courteous manner.
41. Knows and follows safety rules and regulations for this position.
42. Monitors and guides staff actions related to IEP compliance, billing, and auditing processes.
43. Provides guidance to staff regarding special education assessments, placements, services, IEP meetings, and communications with parents, parent advocates, and attorneys as related to special education.
44. Provides professional development to staff, parents, private school staff, and outside agency staff as needed.
45. Coordinates the provision of special education services and training to private school students and their staff.
46. Conducts a variety of assessments, observations of students and programs as necessary.
47. Performs other related duties as assigned.
48. Oversees Extended School Year/summer special education programs.

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OTHER FUNCTIONS:

1. Reviews policies and programs essential to meet the needs of the District as required.
2. Serves on interview teams as required.
3. Serves on the District's Administrative Council.
4. Assumes responsibility for own professional growth and development by keeping current with literature, new research findings, improved techniques and for attending appropriate professional meetings.

TERMS OF EMPLOYMENT: 220-day work year

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The evaluation will be given by the Executive Director, Special Education or designee.

Approved by: Board of Education
Amended by: Board of Education

Date: July 17, 2019
Date: December 14, 2021

Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.