DIRECTOR, PUPIL SERVICES AND SPECIAL EDUCATION

DEFINITION
Under professional direction, to plan, organize, manage, and direct the District pupil services and special education programs; to plan, organize, coordinate, and manage the District pupil services and special education budget development and expenditure control system; to plan, organize, and direct research and development processes, including counseling services, drug and alcohol programs, primary intervention programs, student attendance and welfare, special education programs, student testing, and health related matters; to participate and provide leadership in the District school-wide master planning activities; and to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS
This position classification requires subject matter expertise in pupil services and special education programs and services, special education curriculum and instruction strategies, and counseling and guidance, and other pupil services. Directly related administrative experience is necessary to assure success in a pupil services and special education leadership role. The job requires the ability to analyze and offer alternative problem solutions to difficult and sensitive matters. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of the guidance and special programs and services of the organization. The position classification has supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. Frequently meets with teachers, ancillary personnel, principals, and other educational personnel to influence, motivate and monitor the result objectives of the guidance, health, and special education operation. This is a position classification that performs light work, but does require walking and standing for extended periods. The job also requires the accurate distinguishing of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing and receiving oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES
- Plans, organizes, coordinates and conducts need assessment and service inquiries in determining the effectiveness of the pupil services and special education program, and in the development of improved educational opportunities for those mentally and physically challenged.
- Provides leadership and expertise in identifying, formulating, and implementing the District pupil services and special education goals and objectives in compliance with state and federal legal mandates and guidelines.
- Plans, organizes and coordinates the development of processes, strategies, and feasibility planning to ensure that the necessary human and monetary resources are properly and
appropriately utilized in achieving maximized student result expectancies.
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- Plans, organizes, develops, and conducts a variety of staff development and in-service training programs.
- Establishes communication feedback systems and processes for monitoring and auditing the pupil services and special education program functions and activities to ensure that these programs are pursued within appropriate accountability guidelines.
- Plans, develops, implements, and coordinates the pupil services and special education personnel performance appraisal planning and evaluation processes.
- Provides leadership, support, and guidance to members of the District, and to youth health and social service community groups to ensure thorough and complete communication relative to the pupil and special education services and programs.
- Plans, organizes, and directs research and development activities, including the projecting, planning, and forecasting of future special education and student service programs, functions, and activities.
- Plans, organizes, and directs the preparation of a variety of management reports.
- Plans, organizes, and implements the pupil service and special education budget planning guidelines and procedures, and expenditure control strategies.
- Identifies, seeks out special funding, and plans, organizes, and develops grant application proposals.
- Serves as the custodian of student records, and plans, organizes and coordinates the response to record requests, and record subpoenas.
- Provides advice and counsel to District and members of educational community concerning special student services, program eligibility, and other matters related to special education programs and services.
- Assists in feasibility planning in determining procedures and guidelines that effectively resolve operational conflicts and assist in community coalition building processes.
- Assists in the development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employee agreements.
- Assists site personnel in resolving rights disputes which may include the conduct of formal hearing proceedings.

QUALIFICATIONS

Knowledge of:

- Principles, practices, trends, goals, and objectives of public education;
- Philosophical, educational, fiscal, and legal aspects affecting a pupil services and special education operation.
- Organization, management, planning, and evaluation strategies, techniques, and procedures;
- Special education and pupil service design and delivery systems, including audit and evaluation processes to determine program and service effectiveness;
- Research and development strategies, processes, and techniques;
- Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques.
Ability to:

- Plan, organize, coordinate, and direct the District pupil services and special education programs;
- Plan, organize, develop, and implement budget planning, and expenditure control processes and procedures;
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective and cost beneficial;
- Evaluate and analyze complex problems, issues, and concerns, recommend appropriate alternative solutions, and make effective and timely decisions;
- Communicate effectively in oral and written English;
- Establish and maintain cooperative organizational, public, and educational community relationships.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**Experience:**

Five years of experience in a responsible pupil services and special education administrative position, and two years of experience as either a counselor or school psychologist.

**Education:**

Completion of a Master of Arts or higher degree in administration and supervision, psychology, special education, or closely related fields.

Certification Requirement

Possession of a valid California credential authorizing service as an administrator of pupil services and special education programs.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.