

SUNNYVALE SCHOOL DISTRICT  
CLASSIFICATION DESCRIPTION

June 2006

**Director of Special Education and Pupil Personnel**

**REPORTS TO:** District Superintendent

**WORK PERIOD:** 219 days

**SALARY:** Director Salary Schedule

**PRIMARY PURPOSE:**

To design, supervise, and administer an educational plan for students who require differentiated instruction.

**ESSENTIAL JOB DUTIES:**

1. Recommends policies and programs essential to the needs of children.
2. Establishes procedures for referral, assessment, placement, and evaluation of students with regard to special education services and programs, including placement outside the district, in non-public schools or agencies in compliance with Federal and State regulations and the Special Education Local Planning Area (SELPA) Local Plan.
3. Administers and supervises all special education programs and services that serve mild, moderate and severe disabilities included under the eligibility categories in the Individuals with Disabilities Education Act (IDEA).
4. Supervises preparation of attendance reports, California Special Education Management Information Systems (CASEMIS) data and pupil count data necessary for reimbursement of funds, collecting of tuition for out-of-district students, and similar fiscal matters as specified by the SELPA Local Plan and Budget Allocation Plan.
5. Serves as liaison with various public and private agencies within the community that provide specialized or professional help to children, students, their parents, and serves as the referral agent to those offices and agencies.
6. Participates in the process for recruitment, selection and recommendation for hiring special education personnel.
7. Evaluates the social workers, psychologists, occupational therapists, school nurse, SELPA program specialists and clerical support staff.
8. Maintains all special education confidential records and documents.

9. Develops budget recommendations and provides expenditure control for special education and pupil personnel budgets.
10. Represents the District on SELPA committees.
11. Supervises the student health services.
12. Supervises guidance and counseling programs.
13. Supervises the implementation of Child Development and Early Childhood Education Programs.
14. Supervises the special education transportation services and represents the District on the Silicon Valley Transportation Joint Power Authority (JPA) Board.
15. Facilitates the District's participation in the SELPA Community Advisory Committee.
16. Designs and evaluates staff development activities.
17. Evaluates the effectiveness of Special Education programs.
18. Supervises and monitors the academic progress reported on Student Testing Assessment Reporting (STAR) for the special education students and those qualifying under 504 Regulations.

**LOCATION:**

District Office

**WORKING CONDITIONS:**

Work collaboratively with all district office department and school site personnel.

**QUALIFICATIONS:**

Knowledge, Skills and Abilities

- Demonstrate leadership skills.
- Demonstrate knowledge of special education funding sources, constraints, and impact.
- Build strong, positive professional relationships through clear communication and follow through.
- Expertise in modification and individualization of curriculum and instruction.
- Maintain knowledge of regulations related to special education and student services.
- Analyze situations; identify options; project consequences for proposed actions, and implement and evaluate recommendations.
- Communicate effectively orally and in writing.
- Work independently to produce reports, organize projects, and compile data.
- Perform independent research.

Education and Experience

Appropriate Administrative Credential.

Administrative experience.

Masters Degree.

Minimum of three (3) years teaching experience in the area of Special Education and /or Pupil Personnel.

Licensing and Certification

As required by law.

**EVALUATION:**

Evaluation responsibilities are assigned to the District Superintendent.

*The statements contained herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*