

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR ADMINISTRATOR, SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Student Services, plan, organize, control and direct the educational operations, activities, programs and services of the Special Education department; coordinate and direct communications, information, personnel, compliance functions and budgets to enhance student learning and achievement and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the educational operations, activities, programs and services of the Special Education department; establish and maintain Department time lines and priorities; provide leadership in the initiation, development and implementation of service delivery models to meet the special education needs of local school districts; assure Department activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, information, personnel, compliance functions and budgets to enhance student learning and achievement and assure smooth and efficient Department activities; direct the development and implementation of Special Education goals, objectives, programs, services, activities, plans, strategies, standards, projects, processes and procedures.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Coordinate and direct Special Education communications, services and information between teachers, administrators, staff, outside agencies, school districts, students, parents and others; investigate, analyze and assure proper and timely resolution of staff, administrative, student, parent and various other issues, disputes and conflicts related to Special Education.

Plan, organize, control and direct operations and activities to enhance faculty and administrative understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies related to special education; oversee and participate in the development and implementation of curriculum standards to meet student needs.

Review and monitor special education programs, projects and operations to assure student needs are being met, smooth and efficient activities and compliance with established mandates and requirements; assure

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Department goals are aligned with District needs and requirements; monitor, analyze and adjust programs and services in response student needs, learning and achievement.

Provide consultation and technical expertise to staff, faculty, administrators, school districts, outside agencies and others concerning Special Education programs and services; respond to inquiries and provide technical information concerning related standards, requirements, issues, principles, practices, techniques, curriculum, laws, codes, regulations, initiatives, policies and procedures.

Monitor and analyze Department operations and services for educational effectiveness and operational efficiency; respond to administrative, staff and public input concerning educational needs; oversee the research, development and implementation of programs, policies and procedures to enhance the educational effectiveness and operational efficiency of the Department.

Maintain current knowledge of educational methods, practices and standards related to Special Education and related laws, codes, regulations, policies and procedures; modify programs and services to assure compliance with standards and requirements as needed; develop new and innovative educational programs and support services.

Develop and prepare the annual preliminary budget for the Special Education department; prepare review project budgets; determine budget priorities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Assure adequate personnel and resources to meet Special Education needs; monitor, analyze and initiate personnel transactions in response to staffing needs; coordinate contracts and the purchase of equipment and supplies as necessary.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to programs, services, budgets, personnel, projects, goals, meetings, progress, students, accountability, attendance, enrollment, compliance, financial activity and assigned duties.

Provide technical information and assistance to the Associate Superintendent regarding Special Education issues, needs and activities; assist in the formulation and development of related policies, procedures and programs.

Plan, organize, control and direct the development, preparation and implementation of Individualized Education Plans; assure proper preparation and maintenance of related documents, records and reports.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; establish and maintain partnerships with outside agencies to facilitate and enhance support for Department services.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

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Coordinate, attend and conduct a variety of meetings and committees; present materials, reports and information concerning Special Education department programs, services, operations and activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the educational operations, activities, programs and services of the Special Education department.

Curriculum standards, interpretation and application in special education.

Local, State and federal standards and requirements governing special education programs.

Comprehensive organization, activities, goals and objectives of the Special Education department.

Problems and concerns of students with special needs.

Instructional techniques and strategies related to assigned student programs.

Principles, practices and procedures involved in the development and implementation of educational programs, services, goals, objectives, plans, strategies, standards, projects, processes and procedures.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

ABILITY TO:

Plan, organize, control and direct the educational operations, activities, programs and services of the Special Education department.

Coordinate and direct communications, information, personnel, compliance functions and budgets to enhance student learning and achievement and assure smooth and efficient Department activities.

Supervise and evaluate the performance of assigned personnel.

Direct the development and implementation of Special Education goals, objectives, programs, services, activities, plans, strategies, standards, projects, processes and procedures.

Investigate, analyze and assure proper and timely resolution of staff, administrative, student, parent and various other issues, disputes and conflicts related to Special Education.

Direct activities to enhance faculty and administrative understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies.

Provide consultation concerning Special Education programs, services and curriculum.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

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Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or related field and five years administrative experience working with special education programs.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.