

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

ASSISTANT DIRECTOR OF SPECIAL EDUCATION
CERTIFICATED MANAGEMENT

DEFINITION OF POSITION

Assistant Director of Special Education is responsible for the administration of the District's special education programs as assigned. The Assistant Director of Special Education reports directly to the Director of Special Education.

MAJOR DUTIES AND RESPONSIBILITIES

1. Develop, recommend and administer policies, administrative regulations and ongoing programs relating to Special Education Services.
2. Administer the placement and evaluation of students in special programs, including parent consultation, health and developmental educational programs.
3. Assist school administrators in meeting the needs of students with exceptional needs.
4. Administer a program of instruction for special day classes, resource specialist programs, and designated instruction and service, and full inclusion.
5. Administer, in cooperation with the school principals, the Director of Special Education and the Assistant Superintendent, Curriculum and Instruction, a program of inservice training for teachers, aides, and specialists working with exceptional children.
6. Serve as the district resource for questions and concerns regarding district special education supports, programs and data collection (SMAA and SPED CALPADSData).
7. Consult with principals and teachers in meeting the needs of special education students.
8. Work collaboratively to develop policies and procedures for the assessment and placement of exceptional students.
9. Understand and use confidentiality appropriately.
10. Serve as District liaison to Sonoma County SELPA Pre-K providers.
11. Supervise and evaluate special Education staff, as assigned, including Adaptive PE teachers, speech and language pathologists, clerical support staff, and other itinerant special education staff including PK programs.
12. Perform other duties as assigned by the director of Special Education and/or Assistant Superintendent, Curriculum and Instruction.

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RESPONSIBLE TO/FOR

The Assistant Director of Special Education is directly responsible to the Director of Special Education for the development of the above mentioned programs.

The following district personnel are directly responsible to the Assistant Director of Special Education:

1. Assigned certificated Special Education staff
2. Assigned clerical staff and sped data technician

MEASUREMENT OF EFFECTIVE PERFORMANCE

1. Successful accomplishment of major duties and responsibilities listed above.
2. Successful accomplishment of the objectives agreed to between the Assistant Director of Special Education and Director of Special Education.
3. Demonstration of positive human relations and organizational skills in carrying out responsibilities.
4. Evidence of continued professional growth.

SALARY AND WORK YEAR

Assistant Director of Special Education will be placed on the appropriate step of the administrative salary schedule and be assigned a work year of 210 days.

Policy Revised: 12/1/2020