

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

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## JOB DESCRIPTION

### POSITION

DIRECTOR OF SPECIAL EDUCATION  
CERTIFICATED MANAGEMENT

### DEFINITION OF POSITION

Director of Special Education is responsible for oversight of the District's special education programs for all students receiving special education from PK to Transition. The Director of Special Education reports directly to the Assistant Superintendent of Educational Services.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Develop, recommend, and administer policies, administrative regulations, and ongoing service delivery in Special Education PK through age 22.
2. Administer evaluation and placement of students receiving special education services, including parent consultation, health, and developmental educational programs, including students placed in nonpublic school settings.
3. Assist school administrators in meeting the needs of students with exceptional needs.
4. Administer a program of instruction for the full continuum of services, including specialized day classes, resource specialist programs, co-teaching and provision of related services.
5. Administer, in cooperation with the school principals and the Assistant Superintendent of Educational Services, a program of in-service training for teachers, specialists, and paraprofessionals working with children receiving special education services.
6. Serve as the district resource for questions and concerns regarding district special education supports, services, and data collection in accordance with special education law and California ed code.
7. Consult with principals, program specialists, teachers, and service providers in meeting the needs of special education students.
8. Work collaboratively to develop policies and procedures related to the assessment, IEP development, and service delivery for students receiving special education, considering laws regarding the least restrictive environment.
9. Understand and use confidentiality appropriately.
10. Serve as District liaison to Sonoma County SELPA and the California Department of Education for Special Education.
11. Supervise and evaluate or assign evaluations within the department of all district special Education staff

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12. Represent the District in Due Process hearings and compliance complaints.
13. Coordinate and supervise the District's Home/Hospital program for special education students.
14. Perform other duties as assigned by the Assistant Superintendent, Educational Services.

## **RESPONSIBLE TO/FOR**

The Director of Special Education is directly responsible to the Assistant Superintendent of Educational Services for developing the above-mentioned programs.

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

1. School Psychologists
2. Program Specialists
3. Other Special Education Staff as assigned.

## **MEASUREMENT OF EFFECTIVE PERFORMANCE**

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

## **SALARY AND WORK YEAR**

The Director of Special Education will be placed on the appropriate step of the administrative salary schedule and be assigned a work year of 215 days.

Revised: 8.5.2025