

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: DIRECTOR III, STUDENT PROGRAMS - SPECIAL EDUCATION**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Student Programs and Services, plan, organize, control and direct the educational operations, activities, sites and services of Special Education for the County Office; coordinate and direct communications, information, personnel, resources, curriculum and budgets to enhance student learning and achievement and assure smooth and efficient program activities; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct the educational operations, activities, sites and services of Special Education for the County Office; establish and maintain program time lines and priorities; identify, monitor, analyze and adjust programs in response student needs, learning and achievement; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, information, personnel, resources, curriculum and budgets to enhance student learning and achievement and assure smooth and efficient program activities; oversee the development and implementation Special Education programs, plans, projects, standards, services, strategies, goals and objectives.

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 communications, resources and information between teachers, administrators, staff, outside agencies, students, parents and others; assure proper and timely resolution of issues and conflicts; establish and maintain partnerships with outside agencies to enhance support and effectiveness of program services.

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

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

Plan, organize, control and direct operations and activities to enhance faculty and administrative

**July 2014**

understanding of educational practices, instructional material guidelines and requirements, curriculum and instructional strategies; oversee and participate in the development and implementation of curriculum standards to meet student needs.

Assure adequate personnel and resources to meet Special Education program needs; monitor, analyze and initiate personnel transactions in response to staffing needs; assure program sites and facilities are cleaned, maintained and repaired in a proper and timely manner; coordinate contracts and the purchase of equipment and supplies as necessary.

Participate in the development and preparation of the annual preliminary budgets for Special Education programs; compile, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; administer grants and the disbursement of related funds; research, obtain and maintain grants and other funding resources.

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.

Plan, organize, control and direct the development, preparation and implementation of Individualized Education Plans (IEP's) as assigned by the position; coordinate and attend IEP meetings; assure proper preparation and maintenance of related documents, records and reports.

Direct the development and implementation of training and staff development activities for faculty and others concerning Special Education and related principles, theories, standards, guidelines, requirements, practices, procedures and techniques.

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

Direct and participate in the research, assembly, compiling and analysis of a variety of technical data and information related to assigned student programs; develop, prepare and distribute presentation, training and informational materials.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to budgets, personnel, projects, goals, progress, students, attendance, grants, accountability, enrollment and assigned activities.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including projectors, audio-visual devices, computers and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings and committees; present materials and

information concerning Special Education programs, services, operations and activities; represent assigned programs and the County Office at local, regional and State meetings, conferences, boards, in-services and events.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

Curriculum standards, interpretation and application in assigned student programs.

Local, State and federal standards and requirements governing assigned programs.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County students.

Comprehensive organization, activities, goals and objectives of the County Office and Student Services programs.

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, sites and services of Special Education programs for the County Office.

Coordinate and direct communications, information, personnel, resources, curriculum and budgets to enhance student learning and achievement and assure smooth and efficient program activities.

Supervise and evaluate the performance of assigned personnel.

Oversee the development and implementation of Student Services programs, plans, projects, standards, services, strategies, goals and objectives.

Establish and maintain partnerships to enhance support and effectiveness of program services.

Provide consultation concerning Student Services programs.

Monitor, analyze and modify services, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of assigned programs.

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

Assure adequate personnel and resources to meet program needs.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.  
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.  
Prepare and deliver oral presentations.  
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 or related 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.