

PERRIS UNION HIGH SCHOOL DISTRICT

---

Board Approved: DRAFT  
Salary Schedule: 252; Row 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.1

**JOB TITLE: SPECIAL EDUCATION ADMINISTRATOR**

**JOB PURPOSE STATEMENT:** Under the supervision of the Director of Special Education, provide educational and administrative leadership to the professional staff and students at a designated special education school site and/or other programs as assigned; plan, direct and supervise the work performed by teachers, mental health clinicians, specialists, paraeducators, professionals and others at the school site; communicate with other outside agencies, parents, students, and the public; provide responsible and professional staff assistance and management in the education program.

**JOB FUNCTIONS:**

- Plan, direct, assign and supervise the Special Education programs conducted within the assigned school site(s);
- Direct and monitor support activities to assure proper implementation of educational programs, such as facilities maintenance, clerical assistance, and transportation coordination;
- Interview, hire, train, supervise and evaluate assigned classified and certificated staff;
- Direct Individualized Education Plan (IEP) meetings, determine class placement, and monitor delivery systems for pupil services; serve as Chairperson in IEP meetings, review teacher's and specialist's reports;
- Plan, coordinate and participate in meetings and conferences to discuss appropriate integration procedures with students who have disabilities;
- Direct and assist assigned staff and conduct conferences, meetings, in-service workshops, demonstrations and periodic classroom visits;
- Plan, coordinate and review staff development at assigned school; analyze and recommend appropriate measures to comply with State and Federally mandated and appropriate instructional practices;
- Communicate with students, teachers, caseworkers, parents and other school officials and discuss a variety of education school-related issues, challenges and concerns;

## **JOB TITLE: SPECIAL EDUCATION ADMINISTRATOR**

Page 2 of 3

### JOB FUNCTIONS – continued

- Serve as an instructional leader for students, staff, and the educational program;
- Maintain an efficient and effective operation of school facilities and security; approve and monitor maintenance services provided in-house and by outside contractors; inspect and improve on-site therapeutic and instructional equipment; maintain proper security and inventory of assigned equipment;
- Prepare and present a variety of reports, records and statistical data regarding school site activities, attendance, physical maintenance and instructional needs and services;
- Participate and attend a variety of meetings, conferences and other gatherings representing the school program as assigned;
- Confer with parents and social service agencies regarding instructional and special educational related needs of students;
- Prepare and maintain a variety of records and reports required for compliance of State, Federal and District laws, codes, rules, regulations, policies and procedures;
- Promote positive coverage of school activities and programs;
- Plan, coordinate and implement extended school year programs;
- Possess commitment to the success of Special Education students and their parents to include an understanding and sensitivity to educational difference;
- Provide encouragement, support, resources and assistance to all students and staff within the program;
- Facilitate special education staff activities and gives technical assistance in areas such as assessment, curriculum development, use of materials and equipment, and management of student behavior;
- Supervise maintenance of student records to assure that records are maintained in accordance with the law;
- Present information effectively and responds to questions from groups of managers, clients, customers, and the general public;
- Establish and maintain effective working relationships with staff, students, parents, and community members; and
- Performs other related duties as assigned

### PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English

## **JOB TITLE: SPECIAL EDUCATION ADMINISTRATOR**

Page 3 of 3

### PHYSICAL ABILITIES - continued

- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

### JOB QUALIFICATIONS:

#### Education:

- Master's Degree required.

#### Experience:

- Minimum of five years teaching experience and/or counseling experience in secondary education environment, preferable with Special Education students
- Two years experience in school administration is desirable

#### Credential and Licenses

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificated credential(s), special education (mild/moderate or moderate/severe) credential preferred.
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

### EMPLOYMENT STATUS:

- Certificated Management Position