

PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: May 21, 2014  
Revised: May 17, 2017  
Revisions: Pending Board Approval  
Salary Schedule: 150; 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: DIRECTOR – SPECIAL EDUCATION**

**JOB PURPOSE STATEMENT:** Under the supervision of the Assistant Superintendent in Educational Services, provides technical assistance to Principals in the coordination of activities of teachers and other staff providing home or school instruction, evaluation services, job placement, or other special education services to physically, mentally, emotionally, or neurologically disabled students.

**JOB FUNCTIONS:**

- Possesses commitment to the success of Special Education students and their parents to include an understanding and sensitivity to educational difference
- Provides encouragement, support, resources and assistance to all students and staff within the program
- Reviews referrals and diagnoses and participates in conferences with administrators, staff, parents, students, and other concerned parties to formulate recommendations for student placement and provision of services, adhering to all legal mandates and timelines
- Facilitates 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
- Monitors Individual Educational Programs for students to assure that meetings are conducted within the timelines and in the manner prescribed by federal, state and local guidelines
- Develops and maintains 504 Plans for students in the manner prescribed by law
- Develops and maintains a management information system to assure compliance with the I.E.P and assessment process
- Represents the District at all SELPA operations and at regional and state level meetings

**JOB TITLE: DIRECTOR – SPECIAL EDUCATION**

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JOB FUNCTIONS – continued

- Carries out supervisory responsibilities of Special Education staff to include interviewing, selection recommendations, and training employees; plans, assigns, and directs work; appraises performance; commends and disciplines employees; and addresses complaints and resolves problems
- Develops, coordinates and supervises the budget for Special Education
- Prepares reports as required by district, county, state or federal agencies
- Supervises maintenance of student records to assure that records are maintained in accordance with the law
- Coordinates transportation for Special Education and handicapped students
- Represents the district in hearings related to the Special Education Program
- Reads, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations
- Writes reports, business correspondence, and procedure manuals
- Presents information effectively and responds to questions from groups of managers, clients, customers, and the general public
- Works with mathematical concepts such as probability and statistical inference and applies concepts such as fractions, percentages, ratios, and proportions to practical situations
- Defines problems, collects data, establishes facts, and draws valid conclusions
- Interprets an extensive variety of technical instructions in mathematical or diagram form and deals with several abstract and concrete variables
- Attends and participates in meetings as requested
- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Possesses working knowledge of Microsoft computer applications, including Microsoft Word, Excel, Outlook, PowerPoint
- Maintains accurate records as required by law
- Establishes and maintains effective working relationships with staff, students, parents, and community members
- Performs other related duties as assigned

## JOB TITLE: **DIRECTOR – SPECIAL EDUCATION**

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### 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
- 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:

- Five (5) or more years of successful teaching experience, secondary-level preferred.
- Three (3) or more years of successful administrative experience, secondary-level preferred.
- Demonstrated expertise in curriculum/instructional leadership
- Demonstrated expertise in personnel supervision and community relations ~~Minimum of five years teaching experience and/or counseling experience in secondary education environment, preferable with Special Education students~~
- ~~Minimum of 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)
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

### EMPLOYMENT STATUS:

- Certificated Management Position