



Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

DIRECTOR OF SPECIAL EDUCATION

Definition:

Serve as Director of Special Education under the direction of the Superintendent; to plan, develop and implement federal and state mandates pertaining to special education; to assist in the formulation and follow through with staff development and training programs, and to do other related duties as directed. Serves as a member of the management team in the formulation of District policies and the implementation thereof.

MAJOR DUTIES AND RESPONSIBILITIES:

This person shall be directly responsible to the Superintendent:

- Supervises District psychologists, counselors, psychological interns and District Nurse
- Supervises and assists in development of student IEP's
- Consults and recommends procedures for students with exceptional needs
- Supervises nurse's duties in relation to pupil services
- Coordinates and serves as district representative to county special education programs
- Supervises/serves as administrator for all Communicatively Handicapped Programs which the District operates for other districts.
- Assists in the development and supervision of activities for compliance of state and federal special education and Office of Civil Rights mandates.
- Represents district at SELPA Director's meetings
- Plans and supervises department budget preparation and implementation to insure cost effectiveness
- Counseling and crisis intervention with staff & students and their families
- Parent and staff education responsibilities in relation to special education and child development issues
- Provides supervision of assessments for individuals with exceptional needs
- Places individuals with exceptional needs outside of District (including non-public school placements) and monitoring of placements
- Supervises psychological assessments and interpretation
- Directs and develops the district's testing program including norm referenced, criteria referenced, and proficiency testing.
- Responsible for scoring and generating reports to parents, teachers, and administrators for all district testing programs.
- Chairs and coordinates Special Education Meetings for all special education staff
- Represents the District and coordinates all mediations and fair hearings related to Special Education students
- Supervises staff and serves as administrator for the District's pre-school non-RIS Programs
- Provides assistance to the Superintendent with special education teacher recruitment, selection and assignment.

SUPERVISION EXERCISED OR RECEIVED:

Under the immediate supervision of the Superintendent.

MINIMUM QUALIFICATIONS:

- Five years experience as a psychologist
- Holds a Pupil Personnel Services Credential with authorization to serve as a school psychologist.
- Master's Degree in Psychology or Educational Psychology
- Valid and appropriate Professional Administrative Services Credential

DESIRABLE QUALIFICATIONS:

Ability to:

- Direct the District's Special Education programs
- Effectively utilize clinical methods in counseling students and significant adults
- Perform action research and needs assessments pertaining to district special education programs and procedures
- Analyze problems and arrive at alternative solutions and recommend a course of action in a timely decisive manner
- Communicate effectively in oral and written form
- Establish and maintain cooperative working relationships

Knowledge of :

- Principles, methods, strategies and techniques of psychological assessment and appraisal
- Modern trends related to program procedures , techniques and strategies to meet students' educational, social and psychological needs
- Policies, rules, regulations and legislative program mandates pertaining to the education of students experiencing special learning problems
- Organization, management and supervision strategies methods and techniques
- Research and development techniques, strategies and procedures
- Thorough knowledge of special education mandates, laws, and regulations

Adopted by the Board : May 16, 2001