

DIRECTOR, SPECIAL EDUCATION**GENERAL RESPONSIBILITIES**

Under direction of the Assistant Superintendent, Education and Assessment Services, the Director, Special Education, plans, organizes, directs, and manages the special education program; coordinates and oversees services provided by the District and other entities; directs the preparation and administration of the budget; directs the development and implementation of professional development programs; provides interpretation and guidance of compliance to laws; coordinates and assesses special education programs/services; assists in the supervision and evaluation of psychologists, speech and language specialists, the District nurse, and designated staff members.

DUTIES AND RESPONSIBILITIES

1. Knowledge of special education program operations.
2. Knowledge of laws and regulations regarding special education.
3. Knowledge of special education service options and the ability to utilize the service options.
4. Knowledge and proficiency in special education student assessment.
5. Ability to problem solve with a variety of constituents, including parents, administrators, agencies, and other staff members.
6. Work with site administrators to resolve special education issues.
7. Work with parents relative to appropriate services.
8. Negotiate with other agencies to achieve desired goals.
9. Ability to apply knowledge of laws and regulations to daily department operations.
10. Develop and coordinate special education programs, policies, and procedures including proficiency in synthesizing program modifications for special education.
11. Select, supervise, and evaluate the activities of staff members, including special education consultants, program specialists, and clerical staff.
12. Direct and supervise programs for special education staff members, teachers, and administrators.
13. Coordinate Federal, State, and District reports.
14. Serve as liaison with the North Orange County SELPA.

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15. Supervise non-public school and county placements.
16. Oversee site and District special education budgets.
17. Assist in the supervision and evaluation of District nurse(s), psychologists, and speech and language specialists.
18. Coordinate assessments and CAHSEE waiver process.
19. Prepare for due process hearings.
20. Work with District staff members in preparing and presenting reports as needed to the Board of Trustees.
21. Perform other duties as assigned.