

Humboldt County Office of Education

DIRECTOR OF SPECIAL EDUCATION AND SPECIALIZED SECONDARY PROGRAMS Certificated Management

Position Summary

Under the general direction of the Superintendent, the Director of Special Education and Specialized Secondary Programs provides leadership and management over Special Education, Pupil Personnel Support and Career Education Instructional programs conducted by the Humboldt County Office of Education. The Director serves as the county superintendent's representative to the Special Education Local Plan Agency (SELPA) for the counties of Humboldt and Del Norte. The Director provides technical assistance to local districts when requested, insures legal compliance for HCOE-operated programs and overall coordination for speech therapy, occupational therapy, school psychologists and health team members. The Director provides leadership to, and evaluates the performance of, HCOE career education personnel, the Principal of Glen Paul and Coordinator of Pre-Kindergarten Special Education. The Director is a member of the Superintendent's Cabinet and is responsible for participating in the overall governance of county office programs. In addition to staff supervision, the Director is responsible for preliminary budget development and monitoring for the various program areas under his/her direction in cooperation with other Cabinet members.

Minimum Qualifications

1. Possess an appropriate California Administrative Credential.
2. Demonstrate competence in communicating effectively with staff, district personnel, members of the public, and representatives of other local, state and federal agencies.
3. Possess significant successful special education administration, supervision or coordination experience, including experience as principal or in a similarly responsible central office administrative capacity.
4. Have developed particular expertise in instructional program planning and familiarity with a broad range of educational law, especially concerning the complex needs of special education students of all ages.
5. Demonstrate strong leadership, organizational, communication, and human relations skills including the skills of mediation and group consensus building.
6. Possess an advanced degree and experience/training in program and budget planning; staff and curriculum development; and staff and program evaluation.

Examples of Duties and Responsibilities

1. Plans, directs, and evaluates all special education, specialized secondary programs, and pupil personnel services conducted by the county office of education.
2. Oversees the submission of state and federal required reporting documents including pupil data counts, waiver requests, annual budget reports, etc. and coordinates data submission with the Humboldt-Del Norte SELPA Director.

3. Leads and supervises the management personnel within the assigned departments.
4. Supervises and evaluates staff and plays a key role in the selection, placement, and professional development planning for every staff member under his/her leadership.
5. Coordinates interagency services of the Humboldt County Office of Education with various community agencies to ensure optimum services to schools, parents, and students.
6. Recommends new procedures and changes in existing procedures governing the implementation/management of assigned instructional programs.
7. Serves as the Superintendent's representative on the Special Education Local Planning Area Council.
8. Prepares preliminary budgets for superintendent's consideration and manages assigned budgets during the year.
9. Serves as an executive member of the Superintendent's Cabinet and Leadership Council.
10. Actively engages in an ongoing program of professional development to maintain and improve management skills and leadership abilities.
11. Serves as Superintendent's designee when assigned.
12. Performs other duties as assigned.

Physical Requirements *(Consideration will be given to reasonable accommodation for the following physical requirements.)*

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and phone conversations; sufficient mobility to move about the county office and other sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the phone, and to address groups of varying sizes; physical and emotional stamina to cope with sometimes stressful situations and conditions.

Additional Requirements

Individuals who serve as Director provide services in the office as well as in various sites throughout the county, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing, the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted timeframes are critical factors for success in this position.

Individuals who serve as certificated or classified management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.

CLASS: 5

GTE:gb 11/3/14