KINGS COUNTY OFFICE OF EDUCATION

PROGRAM DIRECTOR
SPECIAL EDUCATION

JOB SUMMARY
Under the general direction of the Superintendent or his designee and in support of the Kings County Office of Education (KCOE) Mission Statement, provide extensive expertise and possess skills to perform highly responsible administrative and supervisory duties to direct and manage all activities of the Special Education Department; perform all other duties as assigned by the Superintendent or his designee, and do other related work as required. This position is certificated management and is exempt from the certificated bargaining unit.

REQUIRED QUALIFICATIONS

Knowledge of:
Planning, organization and direction of Special Education programs and activities;
Policies, goals and objectives of Special Education and Special Education programs;
Organization and management practices related to the analysis and evaluation of special education programs, policies and operational needs;
Modern and complex principles and practices of Special Education program development and administration;
Current trends, research and development in the areas of student learning, student needs and institutional response;
Budget preparation and control;
Public speaking techniques;
Proper English usage, grammar, vocabulary, spelling and punctuation;
Principles, theories and practices of instruction;
County Office organization, operations, policies and objectives;
Board Policy, California Education Code and other applicable laws, rules and regulations related to assigned programs, services and activities;
Accepted strategies and practices of administration, supervision and training.

Ability to:
Establish and maintain cooperative and effective working relationships with children and adults contacted in the course of work;
Communicate effectively with the staff and community;
Write quickly, succinctly and accurately;
Plan, organize, direct, control and staff designated department(s);
Interpret, explain, administer and apply specific statutes, ordinances, laws, regulations, codes, policies, directives and procedures governing all assigned activities of KCOE and apply them with good judgment in a variety of situations;
Analyze and interpret data and trends to make projections, informed decisions and recommendations on a wide variety of business matters;
Supervise, train and evaluate managerial-level staff;
Research, prepare and present clear, concise and comprehensive reports;
Be flexible and receptive to change;
Attend in-service trainings, conferences and meetings, and make formal presentations, as required;
Occupy an exempt position.
Education and Experience:
Masters Degree required. A minimum of two years experience working with moderately to severely handicapped students in a special education program is required. Experience in special education at the elementary or secondary level and five years experience in the administration of special education programs is preferred.

License, Certificate and Testing Requirements:
Currently hold or be eligible to apply for a California Administrative Credential. Possess a valid California driver license and maintain insurability. Must be able to provide your own reliable transportation to work sites within Kings County.

ESSENTIAL DUTIES

Prepares the Special Education procedural manual and other written materials as needed; Implements policies as established by the Governance Council; Provides administrative leadership for Special Education and contracted services; Ensures that all programs operate within existing statutes and guidelines; Provides for supervision of instruction including program development and evaluation; Provides for an effective program of staff evaluation of both certificated and classified personnel for the purposes of improving staff effectiveness, reassigning staff or recommending dismissal of persons deemed to be less than effective in the conduct of their assigned responsibilities; Communicate and confer with administrators, staff, client school district personnel and outside agencies to ascertain needs, coordinate activities and programs, resolve issues, exchange information, and provide training and assistance; Develops and implements a schedule of assignments for Special Education staff; Supervises the development and preparation of all Special Education budgets, documents, and reports; Control and authorize expenditures in accordance with established limitations, prepare cost estimates on activities and project control, as required; Ensure compliance with federal, state and local standards, procedures, policies, laws, regulations and requirements applicable to the assigned area(s) of responsibility; Stay current with legislative and policy changes related to the area(s) of assignment, serve as a primary resource to answer inquiries, furnish information and provide assistance, as required; Represents KCOE on regional and state committees, including professional organizations, attends workshops, staff development activities and other meetings as required; Hires, supervises and evaluates subordinate staff; Maintains current knowledge of KCOE contracts, policies and procedures; Operates a personal computer and standard office equipment; Operates a motor vehicle; Performs other related essential functions as assigned.

SUMMARY OF PHYSICAL DEMANDS RATINGS
Incorporated within one or more of the previously mentioned essential duties of this job description are the following essential physical requirements. The following analysis entails an evaluation of the physical demands factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.
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Rating Symbol Key
NP = Not Present - Does not exist  O = Occasionally - Up to 1/3 of the time
F  = Frequently – From 1/3 to 2/3 of the time  C = Constantly - 2/3 or more of the time

1. **STRENGTH:**
   - A. Standing  20 % of time
   - Walking  10 % of time
   - Sitting  70 % of time
   - B. Lifting  O  25 lbs.
   - Carrying  O  25 lbs.
   - Pushing  O  25 lbs.
   - Pulling  O  25 lbs.

2. **CLIMBING**  NP
   **BALANCING**  NP

3. **STOOPING**  O
   **KNEELING**  O
   **CROUCHING**  NP
   **CRAWLING**  NP

4. **REACHING**  F
   **HANDLING**  F
   **FINGERING**  F
   **FEELING**  F

5. **TALKING:**
   - Ordinary  C
   - Other  NP
   **HEARING:**
   - Conversations  C
   - Other Sounds  O

6. **SEEING:**
   - Acuity, Near  C
   - Acuity, Far  O
   - Depth Perception  O
   - Accommodation  O
   - Color Vision  O
   - Field of Vision  O

7. **PHYSICAL DEMANDS RATING SUMMARY:** (1) 2 3 4 (5) 6 (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parentheses).
8. PHYSICAL DEMAND COMMENTS: Examples of significant physical abilities associated with “Strength” are extended periods of sitting or standing; “Lifting/Carrying/Pushing/Pulling” are books and files; “Stooping/Kneeling” are low file cabinet drawers; “Reaching/Handling/Fingering/Feeling” are files, notebooks, computer keyboard and office equipment; “Talking/Hearing” are normal office noises and conversations, speaking in person/on telephone or in a group setting; “Seeing/Visual Acuity” are reading forms, documents, computer monitor.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS
The following analysis represents an evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:
NP = Not Present in the job environment       S = Seldom – Under 5% of the work day
O  = Occasionally - Up to 1/3 of the time      F = Frequently – From 1/3 to 2/3 of the time
C  = Constantly - 2/3 or more of the time

1. ENVIRONMENT:
   Inside                                      95 %
   Outside                                    5 %

2. EXTREME COLD      NP
   EXTREME HEAT      NP
   WET/HUMID        NP

3. NOISE               80 Decibels
   VIBRATION      NP
Comments regarding “Noise” = office environment, group settings.

4. HAZARDS:
   Mechanical      S
   Explosives      NP
   Electrical      S
   Radiant Energy  NP
   Burns           NP
   Other Hazard/s  NP
Comments regarding “Mechanical Hazards and Electrical Hazards” = computer and equipment, electrical outlets.

5. ATMOSPHERIC CONDITIONS:
   Fumes           NP
   Mists           NP
   Odors           NP
   Gases           NP
   Dusts           NP
   Poor Ventilation O
   Other Hazard/s  NP
Comments regarding “Poor Ventilation” = not a problem if window is open or if fan is on.
6. PROTECTIVE CLOTHING – DEVICES: None.

7. E.C. SUMMARY: Inside Work 2 (3) (4) 5 Numbers contained in parentheses indicate significant involvement of factors enumerated and rated above.

OTHER RELATED FUNCTIONS OF THIS POSITION
1. Other related duties and responsibilities, as assigned by the Superintendent.

Employee: _____________________________________ Date:__________________

Authorized Representative: ________________________________ Date:__________________

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.