



Teaching • Understanding • Serving • Developing

Date: July 1, 2015 updated

Range: \$93,257 - \$104,81121

Classification: Management/Confidential

Job Description

Director of Programs

DEFINITION

The Director of Programs will serve under the immediate direction of the Superintendent and will be responsible for development, coordination, direction, supervision, and continuous evaluation for all special education programs and assigned personnel.

EXAMPLES OF DUTIES –*Not all inclusive*

- Provide educational and administrative leadership to the professional staff and students participating in special education programs.
- Establish and mandate objectives, goals, guidelines and procedures in compliance with district policies and federal and state statutes for special education.
- Provide for the compliance and monitoring of special education and 504 programs in the district.
- Recommend and implement annual budget for special education.
- Direct and monitor various support activities to assure proper implementation of educational programs.
- Facilitate the recruitment and hiring of certificated and classified special education personnel for employment.
- Assure staff development activities are provided to certificated and classified special education staff.
- Maintain a data system for preparation and presentation of necessary reports, surveys, inventories and other assigned projects.
- Communicate with other schools, outside agencies and parents regarding instructional and special education needs of students with disabilities.
- Assist in preparation and presentation of information on behalf of the Tehachapi Unified School District in due process proceedings.
- Facilitates the design and implementation of individual assessment plans.
- Coordinates the acquisition of services of various public and non-public social service agencies for the Tehachapi Unified School District children and families. Acts as a district liaison to agencies and with the site principal and coordinates the activities of those agencies on campuses.
- Maintain district records on all special education students.
- Attend IEP and other meetings.
- Coordinate and oversee the District's Gifted And Talented Education (GATE) program.
- Administers the District's Response to Intervention (RTI) program.

- Administers the student expulsion process.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Child development and developmental disabilities including, but not limited to autism spectrum disorders, emotional disturbance, intellectual disabilities, and other special education conditions with behavioral manifestations.
- DSM IV disorders and development of behavior intervention strategies appropriate to such disorders.
- Principles and best practices of instruction, curriculum, professional development, and assessment, in a Special Education setting.
- Techniques for developing a comprehensive behavioral assessments and behavioral intervention plans.
- Instructional techniques, materials, and methods for providing information and resources at professional levels.
- General and special education classroom instructional and management strategies and methodologies.
- Educational evaluation tools, materials, theories and trends in assessing and identifying student learning and behavioral characteristics.

Ability to:

- Read and write at a level sufficient for performance of assigned duties, including independently producing professionally written reports and documents.
- Plan organize, implement, and supervise individual behavior programs.
- Visit various work sites and inspect work in progress.
- Keep and compile complex records and reports.
- Establish and maintain effective working relationships with parents, district, and SELPA employees.

EDUCATION / EXPERIENCE

- Holds a valid California Administrative Credential
- Holds a valid K-12 California Teaching Credential; Special Education Credential(s), or a Pupil Personnel Services Credential: School Psychologist Authorization preferred.
- Advanced training and related experience in the education of individuals with exceptional needs.
- Experience and training in a variety of appropriate curriculum, instruction, classroom management and intervention techniques (e.g. communication training, picture exchange communication system, Natural Language Paradigm, Pivotal Response training, relationship-based intervention, TEACHH, social skills training, positive behavior, intervention training, Applied Behavior Analysis, and discrete trial training).

WORKING CONDITIONS

Environment:

- Professional educational environment.
- Business attire required.

- Valid California Driver's License and private transportation required.

Physical Abilities:

- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands to operate equipment.
- Ability to stand at counter or work at a desk for extended periods of time.
- Climb a step stool or ladder and reach above shoulders
- Lift light objects, ability to lift, carry, push/pull up to 25lbs on a regular basis and up to 40 lbs. occasionally.

TERMS OF EMPLOYMENT

- 220 work days
- Eight (8) hours per day, five (5) days per week, according to the district schedule.