SAN LEANDRO UNIFIED SCHOOL DISTRICT
Job Description

DIRECTOR: Student Services, Special Education and Community Wellness

DEFINITION:

Under the direction of the assistant superintendent, the director provides leadership, coordination and supervision for special education programs, psychological services, child welfare and attendance and health services. The director provides individualized support for students who are at risk of not achieving to their greatest potential.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Work collaboratively with schools and district departments.
- Designs, manages, coordinates and evaluates all the behavioral and academic interventions for all students to be successful.
- Implement and evaluate health and wellness policies district wide.
- Coordinates all special education program services.
- Monitors the implementation procedures to process and place eligible students in special education programs from admission to dismissal.
- Coordinate with school principals to assure appropriate on-site management of Individualized Educational Planning Teams, and appropriate utilization of special of special classes and service.
- Develops budget recommendations and provides expenditure control of established budgets.
- Prepares all federal, state and local reports on special education programs.
- Develops procedures for referral, securing medical reports, psychological examinations and placement.
- Provides leadership, coordination and evaluation of the District's school safety, health and wellness priorities, initiatives and grants in order to ensure effective implementation.
- Build partnerships with community based organizations in order to continuously improve student support delivery models.
- Provides leadership and coordination of the District's Child Welfare and Attendance Program.
- Provides leadership and coordination of the District's Office of Health and Wellness.
- Oversees programming at the Student Health and Wellness Center.
- Assists in the implementation of the district's SARB Program
- Responsible for approving inter-district and intra-district transfer requests.
- Coordinates District health services.
- Serves as the District's 504 Coordinator.
- Supervises the implementation of all mandated health related screenings.
- Coordinates services of teachers, program specialists, speech therapists and other support staff in all programs including but not limited to mild/moderate and moderate/severe programs, preschool programs, and adult programs in planning and conducting instruction for individuals with exceptional needs.
- Develop and supervise the Special Education professional learning for the district and for each school, relating program activities to those of appropriate state or intermediate agencies.
- Articulate with community health agencies, mental health, and child abuse.
- Prepare school, district, and school board presentations.

- Supervise and evaluate the performance of assigned staff.
- Coordinate and facilitate meetings.
- Manage program budgets to ensure compliance with all legal requirements.
- Provide guidance, support, and serve as a resource to teachers, staff, parents and other stakeholders.
- Collaborate on a regular basis with other members of the Educational Services Team.
- Establish good relationships with the school community as a district representative.
- Maintain professional competence through participation in formal and informal professional growth activities.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Pedagogy and instruction
- Special education programming, service delivery models and law
- Multi-tiered intervention models, both academic and behavioral
- Student attendance and welfare laws and policies
- Laws and policies related to student enrollment and discipline
- Culturally and linguistically relevant teaching practices
- Frameworks for ensuring educational equity
- Interpersonal skills
- Current educational research, pedagogy, and instruction
- Current educational programs most widely implemented in K-12 California schools
- Applicable laws, codes, regulations, policies and procedures
- District organization, operations, policies and objectives
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Utilize advanced computer programs for program management and monitoring
- Perform effectively in a fast paced work environment
- Maintain collaborative relationships with cabinet, department and school level staff
- Supervise and evaluate the performance of assigned staff
- Demonstrate leadership, management skills, and team building capacity
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Direct the maintenance of a variety of reports and files related to assigned activities
- Work independently and with direction.
- Plan and organize work and the work of employees
- Follow oral and written instructions

EDUCATION AND EXPERIENCE:

- Master's Degree in Education, Educational Leadership, or equivalent
- Minimum of three years teaching experience
- Site leadership experience preferred
- Overseeing successful special education programming
- Instructional coaching, leadership development and staff development design experience preferred

LICENSES AND OTHER REQUIREMENTS:

- State Administrative Services Credential
- State Teacher's Credential
- Valid California driver's license and proof of current California auto liability insurance at time of appointment and throughout employment in this classification
- Personal automobile for job-related travel

WORK YEAR: 220 Days

WORKING CONDITIONS:

Office environment. Occasional work in school, classroom, and meeting room settings. Travel between locations required.

PHYSICAL REQUIREMENTS:

Frequency Key; None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	3
Twist	3		Lift/carry 11-20 lbs	2
Squat	2		Lift/carry 21-30 lbs	2
Kneel	2		Lift/carry 31+ lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	2		Sit	3
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4