

**MOUNTAIN VIEW-LOS ALTOS UNION HIGH SCHOOL DISTRICT  
1299 BRYANT AVENUE  
MOUNTAIN VIEW, CA 94040**

**CLASS TITLE: Special Education Administrator**

**BASIC FUNCTION:**

The Special Education Administrator helps develop the vision for the delivery of a continuum of services to students with disabilities. This includes providing leadership in the areas of instructional improvement, developing procedures and systems of accountability, evaluating and expanding program capacity, assessing training needs and implementing professional development for certificated and classified staff. The Administrator assumes responsibility for the planning, development, coordination, and day to day management of all special education programs, services, and oversight of appropriate personnel. **The Administrator reports to the Director of Students Services and Equity and works closely with school staff to deliver inclusive services that enable and empower our students with special needs to reach their maximum potential.**

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

- Collaborates with appropriate administrative and teaching staff to ensure necessary program supports and resources are in place for all students with an Individual Education Plan
- Assists in the development and implementation of instructional program supports and interventions that are consistent with the needs of students with disabilities
- Reviews, monitors and assesses effective service delivery models at the schools
- Assures the implementation of ongoing research-based professional development is aligned with State standards and District goals
- Provides oversight for caseload management and monitoring of IEP plans in inclusive, self- contained, and least restrictive settings
- Assists and advises school site staff in complying with 504 requirements
- Coordinates psychoeducational evaluations

- Provides training to administration, case managers, teachers, related service providers, and support service professionals on all aspects of case management
- Identifies staffing needs and assists with the selection, placement, evaluation and supervision of assigned personnel
- Schedules, attends, and monitors IEP meetings when appropriate
- Represents the district in fair hearings and mediations when appropriate
- Develops, supervises and monitors non-public school/agent contracts
- Coordinates special education transportation
- Responds to staff, parents, county, and district questions and requests as needed in a timely manner
- Facilitates meetings with parent leadership groups and identifies parent education opportunities
- Attends SELPA I and county-wide ~~director~~ meetings
- Coordinates vocational education in special education programs

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Individuals with Disability Education Act (IDEA) and its implementation regarding student's individual educational plan and due process procedures
- Americans with Disabilities Act, 1990
- California Master Plan for Special Education regarding placement of students who are either physically, communicatively, learning, or severely handicapped
- Title V Administrative Guidelines regarding evaluation, placement, and transfer of special education pupils
- Curricular trends in core academic areas including pedagogy and differentiated teaching methodologies, learning theories, and effective supervision techniques

ABILITY TO:

- Plan, organize, and direct their own work as well as that of others
- Effectively manage emergency and crisis situations
- Prepare written statements of administrative procedures
- Evaluate personnel
- Plan, refine, and articulate the educational program
- Prepare reports as requested
- Utilize technology as needed in the performance of assigned duties

- Establish and maintain positive relationships with those contacted in the course of performing assigned tasks
- Communicate effectively to students, parents and staff
- Effectively analyze situations and make decisions
- Recommend budgetary expenditures

**EDUCATION AND EXPERIENCE:**

**EXPERIENCE:**

- At least five years of successful experience in school teaching and leadership preferably in a comprehensive high school setting.

**REQUIRED EDUCATION:**

- California Administrative Services Credential
- Special Education Teaching Credential
- Bachelor's Degree

**DESIRABLE QUALIFICATIONS:**

- Completion of Master's Degree
- Successful teaching and school site administrative experience in special education at the high school level is desired
- Bilingual in Spanish
- On-going contribution to the field of education through research, university teaching, authored publication, profession presentations and membership in professional organizations