
ASSISTANT SUPERINTENDENT, SPECIAL EDUCATION

Definition:

Under the direction of the Superintendent, plan, organize and direct services and activities of the Special Education Department of the Sonoma County Office; provide educational and administrative leadership to the staff and students and designated sites; plan, coordinate, schedule and supervise the work performed by certificated and classified staff; plan, organize and direct all aspects of special education operations; assist with the development and administer program budgets; serve as liaison between the County Office, SELPA and local districts, SDC (Sonoma Developmental Center), other schools, outside agencies and the general public; coordinate facilities use and development; provide responsible staff assistance in the management of the Special Education program; and perform related duties as assigned.

Supervision Exercised and Received:

General administrative direction is provided by the Superintendent. Responsibilities include providing administration direction to certificated and classified staff in the instruction division.

Examples of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Has fiscal authority within assigned division.
- Supervises development of all division program budgets.
- Approves all division expenditures.
- Monitors all division budgets.
- Reflects sound budget management practices.
- Keeps division staff aware of trends and long-term issues regarding budgets.
- Provides leadership, direction and guidance for assigned staff.
- Has a system which insures he/she is receiving and imparting information critical to division activities/programs.
- Is accessible to all division staff.
- Assists staff in problem solving and decision making.
- Keeps division staff efforts prioritized, focused and within appropriate timelines.
- Sets a personal example in following office policies, regulations and procedures.
- Motivates staff towards excellence in performance.
- Supports professional growth and development for staff.

Employment Standards:

Knowledge of:

- Leadership, management and evaluation of programs within division;
- Both fundamental and current educational issues;
- Establishing and monitoring division programs' direction and priorities;
- Assessing quality of division programs regularly and sets goals for revision;
- Coordinating both intra and inter-divisional programs.

Ability to:

- Plan and provide for staffing changes within division and across other divisions;
- Select, transfer and assign staff for division, according to SCOE policies and procedures, rules, regulations and employee contracts;
- Supervise overall performance of staff to encourage job and personal development;
- Evaluate Administrative staff according to established SCOE procedures
- Participate in development of SCOE policies and procedures and insures implementation;
- Contribute as an active member of cabinet;

- Understand relationships among all office divisions and promotes cooperation between departments and divisions;
- Understand effect of division's actions on other divisions;
- Be an active leader in SCOE's emergency and crisis management teams;
- Develop direction and strategies for future operations;
- Utilize long-range planning techniques;
- Implement program changes when needed;
- Collaborate with the Department of Human Resources in the recruitment of staff;
- Insure personnel and program compliance with state, federal and local guidelines;
- Insure compliance with personnel regulations (contracts, fair practice, etc.);
- Review SCOE Human Resource procedures with administrative staff;
- Assist in revision of SCOE procedures and policies as necessary to comply with state and federal regulations;
- Assist with contract negotiations with a variety of bargaining units (i.e., SEIU, ASCOE/CTA, ROPTA, AFT, Merit Rules);
- Follow due process procedures;
- Review and insures timely submission of SCOE reports to state and federal agencies by program staff;
- Be responsible for all aspects of contract development and management;
- Coordinate division of services with and for school districts;
- Insure coordination of SCOE services with Districts;
- Respond to District requests for service;
- Serve as intermediary between program administrators and District Personnel, when necessary;
- Assist in the coordination of a county-wide transportation program ;
- Communicate effectively with staff, community and public/private agencies;
- Produce written materials which are informative, organized and clearly communicates ideas;
- Communicate effectively in a variety of situations including oral reports, informal communication and public interviews;
- Use professional judgment and discretion in all forms of communication;
- Demonstrate effective oversight in all aspects with facilities management;
- Participate in activities designed for professional growth;
- Attend workshops, classes, in-services, conferences or other related professional activities;
- Demonstrate current knowledge of skills, information and techniques appropriate to assignment;
- Represent SCOE in the Special Education Administrators of County Offices (SEACO) Organization and liaisons with the California Department of Education on all Special Education issues.

Education and Experience:

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- A Master's Degree or equivalent from an accredited college or university with emphasis in education or a closely related field.

Experience:

- Five (5) or more years of comprehensive and directly related progressive experience beyond experience required to obtain an appropriate credential of which a minimum of three (3) years should be with Special Education programs.

Credentials:

- A valid California Teaching Credential and Administrative Services Credential.

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors;
- Exposure to student illnesses, injuries, infections, and bodily fluids;
- May be exposed to chemicals contained in cleaning products;
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.