



Special Education Director Job Announcement

Location:	Yav Pem Suab Academy	
Position Type:	Certificate Mgmt. Exempt	Job #: 2952023-1900-01
Assignment Type:	Full Time	
Pay Rate:	\$94,500 - \$118,491 DOE	Position(s) Available: 1
Reports to:	Superintendent	Date Posted: June 20, 2023
Website:	www.urbancsc.org	Date Expires: Until Filled

BASIC FUNCTION

Under the direction of the superintendent or designee, the Special Education Director plans, coordinates, and administers the special education instructional and student services programs maintained by and operated at Yav Pem Suab Academy Charter School, and provides technical assistance, plan development and overall program coordination for pupil personnel services in the areas of school psychology and other special education needs as assigned.

DUTIES AND RESPONSIBILITIES

(This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.)

- Responsible for developing and implementing a robust Child Find Program
- Participates in a direct special education service delivery/model at the school level to develop strong problem-solving interventions and ensure best practice implementation for all students, including students with disabilities.
- Oversees the submission of local, state, and federal required reporting documents including special education pupil counts, Performance Review, and annual budget reports.
- Monitors and facilitates corrections to the Special Education Information System (SEIS) school-based data, maintain class lists, and enrollment projections.
- Works with site administrators to plan, develop, and support innovative programs for students with disabilities, that assesses the needs of students, identifies the barriers, and develops strategies to achieve established outcomes.
- Experience working with a diverse population of students that include economic, linguistic, and ethnic backgrounds.
- Facilitates the coordination of inclusive teaching and collaboration programs at the school site; monitor their effectiveness in terms of quality of services to students with disabilities, in the least restrictive environments.
- Supports and collaborates with school administrators and Individualized Education Program (IEP) Teams to assist in the implementation of special education services at the school level.
- Works closely with Special Education Local Plan Area (SELPA) Director and site personnel to secure required data related to compliance, quarterly and annual reviews, and related services.
- Utilizes the Multi-Tiered System of Support to help schools differentiate instruction and supports needed to ensure success for all students, including student with disabilities.
- Supervises and evaluates other student services personnel, including, but not limited to, resource specialist program teachers, speech pathologists, school psychologists, and office personnel, as appropriate, and plays a key role in the selection, placement, and professional development planning for every staff member under his/her leadership.
- Coordinates interagency services related to special education with various community agencies to ensure optimum services to schools, parents, and students.
- Recommends new procedures and changes in existing procedures governing the implementation/ management of the special education instructional programs.
- Prepares and manages relevant budgets.
- Serves as a member of the Superintendent's Cabinet and YPSA Leadership Team.

- Actively engages in ongoing professional development to maintain and improve management skills and leadership abilities.
- Attends SELPA Policy Council meetings and collaborate with SELPA leadership as needed.
- Drives occasionally for school business, including travel to various sites as needed.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Planning, organization, and direction of Special Education Programs and activities.
- Curriculum for Special Education Programs.
- Special Education Due Process.
- Multicultural community and demographics.
- YPSA's educational goals, objectives, policies, procedures, and organization structure.
- Current applicable laws, codes, regulations, policies, and procedures governing Special Education, i.e, child find.
- UCSC's district organization, operations, policies, and objectives.
- Effective management principles, practices, and supervision techniques.
- Report writing and presentation.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Computer hardware and related software applications.

Ability to:

- Demonstrate belief and hold oneself and others accountable for reaching high academic achievement of all students.
- Comfortable addressing matters of equity, race, disability, and bias in decision-making.
- Understand and implement promising, innovative and effective instructional practices and models that improve outcomes for all students, including students with disabilities.
- Implement a strong data driven problem-solving model that ensures instructional best practice implementation for all students, including students with disabilities.
- Develop, coordinate, and implement YPSA Special Education Programs which are aligned with a multitiered system of support and the vision/mission of the YPSA and UCSC.
- Plan, organize, train, and supervise Special Education programs and services (identification process, tiered support, learning strategies, best practices, etc.)
- Read, interpret, apply, explain and provide professional learning for rules, regulations, policies, and procedures.
- Demonstrate an understanding and willingness to learn special education legal mandates and regulations that govern the provision of special education and related services.
- Communicate clearly and concisely, and respond to questions, both orally and in writing, for multiple audiences.
- Demonstrate leadership presence that gains the confidence of others.
- Actively listen to others and effectively interpret motivation/perceptions.
- Integrate feedback from others to achieve better results.
- Build positive relationships and coalitions.
- Maintain visibility and work collaboratively with diverse stakeholders at all levels, i.e., District staff, students, families, communities, advocacy groups, etc.
- Work independently with little direction to meet schedules and timelines.
- Supervise and evaluate the performance of assigned staff.
- Meet UCSC standards of professional conduct as outlined in Board Policy.

EDUCATION, LICENSES AND CERTIFICATION REQUIREMENTS

- Preliminary or Clear Administrative Services Credential.
- Multiple Subjects Teaching Credential with English Language Authorization.

- Valid Education Specialist Authorization or Education Specialist Credential.
- Master’s Degree in Education Administration, Special Education or Related desired.

OTHER REQUIREMENT

Two years of site or district level experience as an Administrator or three years of increasingly responsible experience demonstrating knowledge of special education preferred. Testing of tuberculosis (skin test or chest x-ray) is required upon employment and every four years Thereafter. Clearance from Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) required upon employment.

WORKING CONDITIONS

The working environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments. Driving may be required for school business.

Physical Abilities

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information and make presentations.
- See to monitor student activities and behavior and read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Stand or walk.
- Bend at the waist, knee or crouch to file materials.
- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.

Potential Hazards:

- Extended viewing of computer monitor.
- Contact with dissatisfied or abusive individuals.
- Contact with ill students.
- Possible contact with bloodborne pathogens.

ADDITIONAL JOB INFORMATION

Pay Determination: Salary will be competitive and only full-time relevant experience will be considered for pay determination. Pay offering is non-negotiable and will follow the board adopted salary schedule.

Benefits Eligibility: 1) Medical, Dental and Vision Coverage
 2) CalSTRs & 403b Retirement Plan Options
 3) Sick Pay/Personal Necessity up to 80 hours per year

JOIN OUR TEAM

Interested applicants should follow the directions below.

1. Download an employment application from www.urbancsc.org
2. Complete and save your application using this name format: Last Name, First Name – Job# (i.e. Smith, John –2952021-2901-03)
3. Email your completed application along with resume and supporting documents to: staff@urbancsc.org and type the following: Job#2952022-1900-01 in the subject line.