

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Director of Educational Services

DESCRIPTION OF BASIC RESPONSIBILITIES

To plan, coordinate, implement and evaluate the district's special education program, federal and state entitlement programs including, but not limited to, SIP, EIA, Miller-Unruh, Chapter I and Chapter 2, Health Services, Psychological Services and to write funding applications; develop and manage budgets; and maintain student and program records.

SUPERVISOR: District Superintendent

SPECIAL EDUCATION:

Major Duties and Responsibilities

1. Plan, direct, manage and oversee the activities and operations related to the district's Special Education services; recommend and administer policies and procedures.
2. Monitors laws and regulations pertaining to special education children and provides staff development regarding those laws as needed.
3. Observe, direct, consult with, evaluate and assist special education certificated and classified staff.
4. Plan program, coordinate curricular resources, and evaluate effectiveness of programs for individuals with exceptional needs.
5. Responsible for staff development, program development and innovation of special methods and approaches in special education.
6. Provide coordination, consultation and placement for Individualized Education Programs (IEPs) for individual students.
7. Coordinate services for students to participate in out-of-district and non-public or state programs.
8. Be responsible for assuring that pupils have full educational opportunity.
9. Prepare applications and reports, coordinate and supervise district compliance reviews.
10. Participate in the development and administration of program budgets.
11. Conducts due process hearings.
12. Supervises health and psychological services for special education programs.
13. Explain, justify and defend special educational and categorical programs, policies and activities, negotiate and resolve sensitive and controversial issues.
14. Represent the district to the Board and outside agencies on matters related to special education and categorical programs.
15. Participate in a variety of meetings related to special education and categorical programs, including the County Office of Education and local SELPA.

CATEGORICAL PROGRAMS

Major Duties and Responsibilities

1. Implements and evaluates all categorical funded programs.
2. Prepares applications, reports, and plans for submission to the State Department of Education.
3. Drafts and submits proposals for state/federal funding.
4. Prepares the categorical budgets and works with Business Office in maintaining financial records and monitoring program budgets.
5. Reviews and selects materials to meet the specific needs of categorical programs and participants.
6. Conducts District meetings to ensure that categorical activities are coordinated with site activities.
7. Attends state and county level meetings to obtain information and disseminate to staff as needed.
8. Responsible for annual training of School Site Councils.
9. Chairs District Advisory Committees to provide parent education and participation activities.
10. Facilitates implementation of PQR and CCR.

Psychological/Health Services/Student Services

1. Manages and evaluates the psychological and health services program.
2. Directs and coordinates the activities of the Child Welfare and Attendance Program including SARB.
3. Directs district expulsion hearings and presents findings to Board of Education.

Performs other duties as assigned by the Superintendent.

SALARY

Principal's salary schedule reflecting a 215 day work year.

Board approved: 3-27-95