

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	Administrator –Special Needs	Reports To:	Senior Director Special Needs Department
Department:	Special Needs Department	Classification:	Management
FLSA:	Exempt	Work Year	Twelve (12) Months
		Salary:	Schedule P, Range 11

I. DESCRIPTION OF POSITION

Under the direction of the Senior Director for the Special Needs Department, the Program Administrator assists in the planning, development and implementation of policies, regulations, guidelines and procedures pertaining to instruction, staff development and assessment of all aspects of the Special Needs Program, and assists with plans, develops and implements support programs for all students with disabilities; provides training to program administrators to both special and general education staff and parents; monitors program compliance.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Provides direct support and supervision to the Program Coordinators
- B. Responds directly to a variety of requests for information and incorporates timely and effective verbal and written communication
- C. Serves as Liaison with Research and Evaluation to support state-wide assessments such as CAHSEE and CAPA
- D. Assists Program Coordinators with litigious Individualized Education Programs
- E. Assists with the monitoring of overdue Individualized Education Programs
- F. Assists with the development and implementation of an Individualized Education Program master calendar for all school sites to ensure compliance
- G. Monitors program compliance in accordance with State and Federal law
- H. Serves as District representative in special education mediation and due process hearings
- I. Assists in the developing and providing on-going professional development for all special education teachers and administrators
- J. Participates in professional growth activities and keep abreast of developments in special education and related areas
- K. Assists department with visits and/or concerns from parents
- L. Assists with monitoring NPS and County Programs
- M. Other duties as assigned by Senior Director

III. EDUCATION AND EXPERIENCE

- A. Possession of a valid Level II Special Education credential
- B. Possession and maintenance of a valid California administrative credential authorizing service as an administrator
- C. Masters Degree from an accredited institution of higher learning, preferably in special education, curriculum or administration
- D. Three or more years of successful teaching experience
- E. Three or more years of successful experience in a responsible administrative position preferred
- F. Bilingual ability desirable

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Principles, practices, trends, goals and objectives of effective intervention programs for at-risk students
- B. Philosophical, educational, fiscal and legal aspects affecting intervention programs for at-risk students
- C. Organization, management, planning and evaluation strategies, techniques and procedures
- D. Research and development strategies, processes and techniques
- E. District organization, operations, policies and objectives
- F. Current applicable laws, regulations, codes, policies and procedures
- G. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques

Ability to:

- A. Plan, organize, coordinate and direct the district Extended School Year summer school programs and Accelerated Learning Programs
- B. Plan, organize, develop and implement budget planning and expenditure control processes and procedures
- C. Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective
- D. Evaluate and analyze complex problems, issues and concerns, recommend appropriate alternative solutions and make effective and timely decision.
- E. Establish and maintain cooperative organizational, public and educational community relationships
- F. Interpret, apply and explain rules, regulations, policies and procedures
- G. Analyze situations accurately and adopt an effective course of action
- H. Prepare comprehensive narrative and statistical reports
- I. Supervise the performance of assigned staff
- J. Demonstrate effective communication skills both orally and in writing
- K. Use computer applications including work-processing, presentation, and data base software programs

V. WORKING CONDITIONS

Environment:

District offices and school sites

Physical abilities:

Hearing and speaking to exchange information and make presentations

Approved by: _____
Jesse L. Gonzales, Ph.D., Superintendent

Date: _____

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, sex, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.