

DESCRIPTION OF BASIC RESPONSIBILITIES: Under direction of the Superintendent, to plan, coordinate and monitor the District's Special Education programs and other student support programs.

TYPICAL DUTIES:

- Supervises the identification, evaluation, and placement of students referred for Special Education.
- Monitors staff caseloads, assists with site case management, and oversight of District IEP master calendars and files.
- Assists in the planning and organization of the Special Education program.
- Monitors laws and regulations pertaining to Special Education, developing written policies and procedures to meet legal requirements.
- Coordinates training of staff as related to Special Education.
- Assists with Special Education budgeting and purchasing.
- Integrates Special Education with other District programs.
- Assists in evaluation of student progress through coordinating academic, health, language and psychological testing.
- Supervise, and monitor, implementation of all Individual Education Plans.
- Assists with due process hearings.
- Provides information, assistance and counseling to parents of Special Education students through conferences and home visits.
- Participates in Special Education programs and meetings with public and private organizations and agencies including the County Office of Education and the Placer County SELPA.
- Facilitates regular Special Education staff meetings.
- Assists in the facilitation of the Coordinated Compliance Reviews.
- Participates in other activities necessary to enable students and the District to accomplish objectives to improve student learning.
- Performs other duties similar to the above in scope and function as required by the Superintendent.
- Monitors laws and regulations pertaining to 504 plans. Develops and monitors written policies and procedures to meet 504 legal requirements and monitors existing plans.
- Oversees district expulsions. Facilitates expulsion hearings and monitors procedures and time lines.

QUALIFICATIONS:

- California Administrative Services Credential
- California Credential authorizing specialized services, i.e., Language/Speech/Hearing Specialist, Pupil Personnel Services, Resource Specialist, or Specialist Learning Handicapped preferred but not required.
- Knowledge of current practices and successful experience in Special Education.

SALARY RANGE: Management 46

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.
