

- Direct the provision of services for disabled students in a large school district effectively direct due process activity to the benefit of the district.
- Collaborate with site principals to ensure appropriate educational modifications for disabled students.

TRAINING AND EXPERIENCE:

- Background which demonstrates at least three years of extensive and progressively responsible school and central office administrative experience with extensive responsibility within Special Education at least three years of successful teaching experience, with the majority of time in Special Education advanced knowledge of legal requirements in the provision of services for disabled students, and in the area of due process activity - mediations, hearings, and settlements.

QUALIFICATION REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Master's degree (M. A.) or equivalent Administrative Services credential.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

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