

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
DIRECTOR, ALTERNATIVE SPECIAL EDUCATION

JOB DESCRIPTION:

The Director of Alternative Special Education, under the supervision of the SELPA Director, provides leadership, supervision and direction to all of the alternative special education programs within the Amador County SELPA. These programs serve students with disabilities who attend the Amador County Community School, Independence High School, North Star Academy, Adult Education and Non Public Schools.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assist with all aspects of alternative special education programs and services
- Build an effective plan and process for implementing, developing and evaluating year-round alternative special education programs
- Develop policies, administrative regulations and guidelines for all alternative special education programs
- Evaluate the effectiveness of the various alternative programs, and make program modifications, additions and deletions as appropriate
- Coordinate the activities to identify and apply for funding sources to support alternative special education programs
- Give guidance to site personnel in identifying, planning, developing and implementing alternative special education programs
- Provide assistance as needed to the SELPA, ACUSD, and ACOE
- Provide documents requested by SELPA Director
- Serve as the liaison between the SELPA and site administration
- Provide special education support to alternative education site administrators
- Assist in hiring, supervising and evaluating teaching and support staff at alternative education school sites
- Collaborate on program placement/enrollment decisions at alternative education sites
- Oversee the workforce development program in making and approving student vocational placements
- Responsible for monitoring and reporting on post-secondary student outcomes
- Oversee the workability grant and all related functions throughout the district including comprehensive high schools and alternative education sites
- Coordinate with outside agencies to promote post-secondary training and employment opportunities for students
- Develop and facilitate independent living skills courses for transition age student (ILP)
- Coordinate with local business to develop work experience opportunities and training for post-secondary sustainable employment
- Coordinate with outside service providers for mental health, employment and housing, and other regional services for adult students
- Collaborate with guidance counselors to provide mental health services, transition services and college/career planning activities
- Provide case management support for alternative special education students
- Manage outside service providers and yearly contracts for those supporting students in alternative school settings
- Present updates to the Board of Trustees as needed
- Participate in monthly management meetings
- Other duties as required

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QUALIFICATIONS AND REQUIREMENTS:

Training and/or Education:

Master's Degree, Doctorate preferred, from an accredited university in Special Education

Master's Degree, Doctorate preferred, from an accredited university in Education Administration

Experience:

Demonstrated ability in teaching, managing, and administering special education programs in alternative settings

Demonstrated ability in administrative services

Licenses or Certification:

California Education Specialist Credential

California Administrative Services Credential

PAY RANGE AND WORK DAYS:

Level VIII Assistant Superintendent/SELPA Director/Director of Alternative Special Education

Certificated Administrative Salary Schedule, 217 days.