INFORMATION SHEET 02.08.2022 TRUSTEES' MEETING

To: Jim Bridges

For: Board of Trustees

Prepared by: Emily Stroup

Re: Proposed New Job Description and Salary Schedule Placement -
Director of Student Services and Special Education, Certificated Management Range 20

The District is proposing the addition of the following Certificated Management position:

Director of Student Services and Special Education

It is recommended that the position be placed on the Certificated Management Salary Schedule, Range 20.

RECOMMENDATION:
Approval of the Proposed New Job Description and Salary Schedule Placement - Director of Student Services and Special Education, Certificated Management Range 20

JOB DESCRIPTION

POSITION: Director of Student Services and Special Education
SALARY PLACEMENT: Certificated Management

DUTIES:
The Director of Student Services and Special Education identifies, plans and establishes goals and objectives related to the Student Services and Special Education programs district-wide.

DIRECTLY RESPONSIBLE TO:
Superintendent

RESPONSIBILITIES:

- Provides departmental leadership that promotes collaborative planning, innovative thinking and exemplary programs and services.
- Interprets and applies laws, rules and District policies relating to Student Services and Special Education.
- Develops, recommends and implements policies and procedures regarding attendance, discipline, student records, child health and welfare, and Special Education.
- Develops, coordinates and supervises student attendance and serves as the District SARB Coordinator.
- Makes recommendations related to Board policies in the area of Student Services and Special Education to assure compliance with the law.
- Supervises, directs and evaluates the performance of assigned personnel.
- Represents the District and serves as liaison between the district and educational partners as directed.
- Attends Board meetings and prepares Board agenda items; presents reports and provides technical counsel to the Board as requested by the Superintendent; reviews and presents Board items affecting Student Services and Special Education; updates the Board in Closed Sessions regarding confidential student issues as needed.
- Develops and monitors department budgets, and other budgets as may be assigned.
- Prepares reports and makes recommendations related to personnel needs and projections; and completes questionnaires and surveys related to Student Services and Special Education
- Responsible for the District's discipline process related to suspensions and expulsions.
- Hears parent complaints and processes appeals with respect to student discipline and attendance.
- Processes and investigates sexual harassment and bullying complaints regarding students.
- Works with the principals to facilitate the design, coordination, development, establishment and implementation of student safety and supervision procedures utilizing

the PBIS program.
- Provides direction for student health and prevention services.
- Serves as liaison for the district's Homeless and Foster Youth programs.
- Attends and conducts meetings, state and regional conferences and workshops to remain current in all issues relating to student services issues.
- Provides leadership and guidance to promote high expectations and standards for quality teaching and learning of students with special needs.
- Works with the principals to facilitate the design, coordination, development, establishment and implementation of assessment procedures that produce accountability for achievement of students with special needs.
- Evaluates and improves continuum of services for students with special needs, evaluation processes and IEP procedures.
- Prepares documentation related to Special Education program monitoring.
- Performs other duties as assigned.

QUALIFICATIONS:
Education: Shall hold a valid administrative services credential, have a master's degree (preferred), have experience in teaching and administration at various grade levels, have experience supervising and evaluating classified and certificated personnel, have knowledge of effective teaching methodologies and demonstrate a knowledge of state and federal special education laws and IDEA.

KNOWLEDGE OF:
Principles, trends, methods, strategies, practices and procedures pertaining to Special Education and Student Services, including instruction, assessment and resource allocations. State and Federal educational program requirements. Special Education, Student Services programs and laws, codes, rules and regulations related to areas of responsibility. Legal mandates, applicable sections of the Education Code, District policies and regulations, laws, practices and procedures, and financial and statistical record-keeping techniques.

ABILITY TO:
Communicate both verbally and in writing; establish and maintain effective relationships with a wide variety of groups and individuals; train, supervise and evaluate assigned staff; prepare, administer and monitor assigned budgets; maintain current knowledge of program rules, regulations, requirements and restrictions; maintain confidentiality of records and privileged communications; accurately interpret and administer legal mandates, policies and regulations; and effectively serve as a resource to the Superintendent, administration and employees pertaining to Special Education and Student Services related issues.

ADA REQUIREMENTS:
Sit for extended periods at a desk, conference table or in meeting rooms; frequently stand and walk; bend, stoop and reach overhead; normal manual dexterity and eye-hand coordination; physical agility to lift and move up to 25 pounds; see and read a computer screen, and printed matter with or without visual aids; verbal communications including the ability to speak and hear at normal room levels; ability to use office equipment including computer terminals, telephones, calculators, copiers and FAX.

2021-2022 CERTIFICATED MANAGEMENT/PSYCHOLOGIST/SPEECH LANGUAGE PATHOLOGIST/DISTRICT NURSE SALARY SCHEDULE

CERTIFICATED MANAGEMENT							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
20	Human Resources Director	225	$127,896	$131,737	$135,684	$139,755	$143,953
30	*Special Education Director	220	$125,055	$128,808	$132,670	$136,650	$140,749
40	Principal	210	$118,178	$121,725	$125,373	$129,135	$133,007
50	Vice Principal	200	$97,219	$100,135	$103,139	$106,235	$109,421
60	Coordinator of Curriculum & Categorical	210	$93,619	$96,432	$99,322	$102,304	$105,372

PSYCHOLOGIST/SPEECH LANGUAGE PATHOLOGIST/BEHAVIOR SPECIALIST							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
70	*Psychologist	187	$91,595	$94,345	$97,175	$100,089	$103,188
80	*Speech Language Pathologist	187	$89,067	$91,741	$94,493	$97,327	$100,341
100	*Behavior Specialist	187	$84,264	$86,794	$89,397	$92,078	$94,930

DISTRICT NURSE							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
90	District Nurse	187	$84,264	$86,794	$89,397	$92,078	$94,930

Certificated Management employees who have earned a Master's Degree shall receive, in addition to their regular pay, an annual stipend of $1,500. Certificated Management employees who have earned a Doctorate Degree shall receive, in addition to their regular pay and the Master's stipend, an annual stiped of $1,500.

*These Employeees will receive an annual Special Education stiped of $1,500.

FISCAL YEAR 2006-07 - 7%

FISCAL YEAR 2013-14 - 5%

FISCAL YEAR 2014-15 - 2.1%

FISCAL YEAR 2015-16 - 4%

FISCAL YEAR 2016-17 - 3%

FISCAL YEAR 2017-18 - 2%

FISCAL YEAR 2018-19 - 2% No retro

FISCAL YEAR 2019-20 - 2% No retro

FISCAL YEAR 2021-22 - 4% No retro

Board Approved: August 17, 2021

Effective Date: September 1, 2021