

**CERTIFICATED JOB DESCRIPTION**  
**CAJON VALLEY UNION SCHOOL DISTRICT**

## DIRECTOR II - SPECIAL EDUCATION AND PUPIL SERVICES

### DIRECTLY RESPONSIBLE TO

Superintendent, and in concert with the Assistant Superintendent of Educational Services

### PRIMARY FUNCTION

Provides leadership in the operation and administration of various pupil services functions, including special education programs, health services, psychological services, mental health services, special education administrative hearings, preschool, and childcare programs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides a vision for the direction of pupil services, such as school safety, discipline issues, and curriculum for special needs students. Develops and implements effective and innovative programs and services.
- Assists other district administrators in recruitment and hiring of staff members in all areas of responsibility.
- Assigns certificated and classified staff to the special programs and evaluate the performance of those personnel not assigned direct supervision by other administrative personnel.
- Assumes responsibility for the orientation and in-service training of teachers, counselors, psychologists, nurses, aides, and others assigned to the various special programs.
- Serves as ex-officio chairperson on mandated special education committees dealing with admissions, pupil progress, and discharge. Represents the district at state, county, and regional meetings.
- Supervises and coordinates the on-going effort of assigned staff members to improve the curricula of the various programs.
- Recommends policies and compliance procedures essential to the needs of exceptional and other at-risk children for federal and state funding.
- Keeps informed of all legal requirements governing special education, health services, psychological services, mental health services, Medi-Cal programs, and other programs which support student services.
- Acts as a liaison between the district and other public agencies regarding those issues related to areas of responsibility. Such agencies may include the East County Special Education Local Plan Area and member school districts, the county Health and Human Services Department, the Department of Social Services, the County Department of Education, the State Department of Education, the federal government and other school districts throughout the county and state.
- Recommends policies and administrative regulations for the purpose of supporting student needs for, and access to, the educational process.
- Keeps abreast of curriculum innovations, learning theory, and current organizational practice for the purpose of modifying, updating, and improving programs and services.
- Interprets and provides advice regarding legal requirements and district objectives for the program areas within scope of responsibility to the Board, administration, staff, and public.
- Develops budget recommendations to assure the effective implementation of program areas within scope of responsibility.
- Assists staff and parents in resolving issues of concerns.
- Interprets policy, procedure the iontsx

