Information Sheet - 04-09-2024 - Board of Trustees Meeting

TO: Board of Trustees Item: 6.3

FR: Emily Stroup

DATE: April 9, 2024

RE: Proposed Update of Job Description and Salary Schedule Placement - Director of Special Education, Certificated Management/Psychologists/Speech Language Pathologists/District Nurse Salary Schedule Range 30.

The District is proposing the update of the following Certificated Management position and Salary Schedule Placement:

Director of Special Education

Recommendation:

Approval of the Proposed Update of Job Description and Salary Schedule Placement - Director of Special Education, Certificated Management/Psychologists/Speech Language Pathologists/District Nurse Salary Schedule Range 30.

JOB DESCRIPTION

POSITION: Director of Special Education
SALARY PLACEMENT: Certificated Management

DUTIES:
The Director Special Education identifies, plans and establishes goals and objectives related to the District Special Education program and related services.

DIRECTLY RESPONSIBLE TO:
Superintendent

RESPONSIBILITIES:
1. Provides departmental leadership that promotes collaborative planning, innovative thinking and exemplary programs and services.
2. Interprets and applies laws, rules and District policies relating to Special Education.
3. Develops, recommends and implements policies and procedures regarding Special Education.
4. Makes recommendations related to Board policies in the area of Special Education to assure compliance with the law.
5. Supervises, directs and evaluates the performance of assigned personnel.
6. Represents the District and serves as liaison between the district and educational partners as directed.
7. 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 Special Education; updates the Board in Closed Sessions regarding confidential student issues as needed.
8. Develops and monitors department budgets, and other budgets as may be assigned.
9. Prepares reports and makes recommendations related to personnel needs and projections; and completes questionnaires and surveys related to Special Education
10. Attends and conducts meetings, state and regional conferences and workshops to remain current in all issues relating to special education issues.
11. Provides leadership and guidance to promote high expectations and standards for quality teaching and learning of students with special needs.
12. 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.
13. Evaluates and improves continuum of services for students with special needs, evaluation processes and IEP procedures.
14. Prepares documentation related to Special Education program monitoring.
15. 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:

1. Principles, trends, methods, strategies, practices and procedures pertaining to Special Education, including instruction, assessment and resource allocations.
2. State and Federal educational program requirements.
3. Special Education programs and laws, codes, rules and regulations
4. 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:

1. Communicate both verbally and in writing; establish and maintain effective relationships with a wide variety of groups and individuals.
2. Train, supervise and evaluate assigned staff.
3. Prepare, administer and monitor assigned budgets; maintain current knowledge of program rules, regulations, requirements and restrictions.
4. Maintain confidentiality of records and privileged communications.
5. Accurately interpret and administer legal mandates, policies and regulations.
6. Effectively serve as a resource to the Superintendent, administration and employees pertaining to Special Education 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.

UPDATED: April 2024
BOARD APPROVED: TBD

2022-2023 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	$140,686	$144,911	$149,252	$153,731	$158,349
120	*Director of Student Services and Special Education	225	$140,686	$144,911	$149,252	$153,731	$158,349
30	*Director of Special Education/Director of Student Services	225	$140,686	$144,911	$149,252	$153,731	$158,349
40	Principal	210	$129,996	$133,897	$137,910	$142,049	$146,308
50	Vice Principal	200	$106,941	$110,149	$113,453	$116,859	$120,364
60	Coordinator of Curriculum & Categorical	210	$102,981	$106,075	$109,254	$112,534	$115,909

PSYCHOLOGIST/SPEECH LANGUAGE PATHOLOGIST/BEHAVIOR SPECIALIST							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
70	*Psychologist	187	$100,755	$103,779	$106,892	$110,098	$113,507
80	*Speech Language Pathologist	187	$97,974	$100,915	$103,942	$107,060	$110,375
100	*Behavior Specialist	187	$92,691	$95,473	$98,337	$101,286	$104,423
110	*Special Education Program Specialist	200	$112,394	$115,735	$119,238	$122,815	$126,500

DISTRICT NURSE							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
90	District Nurse	187	$92,691	$95,473	$98,337	$101,286	$104,423

Certificated Management employees who have earned a Master's Degree shall receive, in addition to their regular pay, an annual stipend of $2,000. Certificated Management employees who have earned a Doctorate Degree shall receive, in addition to their regular pay and the Master's stipend, an annual stipend of $2,000.

*These Employeees, with the possession of the appropriate credential, will receive an annual Special Education stipend of $3,000.

LONGEVITY

1% at 15 years

2% at 19 years

1% at 22 years

FISCAL YEAR 2022-2023 - 10%

Board approve April 4, 2023

Effective: July 1, 2022