

Directo t cyq

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School management, practices, supervision, development, and training.
Educational programs, curriculum and instruction, and learning of students K-12.
Principles and practices of administration, supervision, and professional learning.
Applicable laws, codes, regulations, policies and procedures.
District organization, operations, policies, and objectives.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Labor Relations law and employee and union contracts.
District organization, operations, policies objectives and goals.

ABILITY TO:

Provide guidance on the techniques and practices of effective supervision and administration around federal and state laws, policies, procedures and practices governing special education programs.
Remain current on trends and development in the Special Education field.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Work with school improvement efforts that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Establish and maintain cooperative and effective working relationships with others, e.g., District personnel, parents, agencies.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work to meet schedules and timelines.
Prepare and maintain an operating budget.
Prepare comprehensive narrative and statistical reports.
Communicate effectively both orally and in writing.
Work independently with little direction.
Supervise and evaluate the performance of assigned staff.
Operate a computer and related software.
Meet state and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.