

## Duty Statement

### Director of Special Education

1. Assists in the development of IEPs for students. (Code 1)
2. Assists in the Development of 504 Plans for students. (Codes 1)
3. Supervision of the district's health service program as part of job assignment.(Code 1)
4. Assists with the development and implementation of grants related to health services and 'at risk' programs such as court, community or alternative day school. (Code 1)
5. Supervises the Child Welfare and Attendance services of the district. (Code 1)
6. Collaborates with other district employees and community based or local governmental agencies improving or developing Medi-Cal covered services to meet the needs of students and families. (Code 14)
7. Works together with other departments and agencies to coordinate Medi-Cal covered services. (Code 14)
8. Participates in long range planning to enhance and expand Medi-Cal covered services and programs. (Code 14)
9. Maintenance and security of pupil mandatory permanent, mandatory interim, and permissive records. (Code 1)
10. Assists families with the application process for Medi-Cal services. (Code 6)
11. Compiles monthly and annual board, county, and state reports. (Code 1)
12. Provides district parents and/or students with various permits, declarations, applications and affidavits. (Code 1)
13. Consults with other professionals, both within the district and with outside agencies, concerning individual cases regarding Medi-Cal covered services, and coordinates referrals when necessary. (Codes 4, 8)
14. Coordinates the crime and violence reporting process and safe schools assessments. (Code 1)
15. Coordinates the required annual notification to parents/guardians of IEP students. (Code 1)
16. Makes available to students and their families information about services and programs available through Medi-Cal and may provide help accessing these services. (Codes 4, 8)
17. Arranges for transportation to Medi-Cal covered services. (Code 10)

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18. Identifies budget needs related to pupil personnel. (Code 1)
19. Guides, reviews and assists in the allocation of funds within the departments. (Code 1)
20. Assists the Business Department in preparing and submitting a departmental budgets. (Code 1)
21. Reviews and evaluates programs that offer Medi-Cal covered services to improve or expand services. (Code 14)
22. Identifies and enters into contracts with community-based organizations and/or other provider agencies for the provision for Medi-Cal or health services. (Code 14)
23. Interviews applicants for health services, and makes recommendations concerning them. (Code 1)
24. Evaluates departmental personnel. (Code 16)
25. Keeps up-to-date on all laws concerning any area of Pupil Personnel Services, Child Welfare and Attendance and student health services and decimates that information to assigned personnel. (Code 1, 14)
26. Arranges for or provides translation services (oral, written or signing) that assist the individual in accessing or understanding Medi-Cal covered services. (Code 12)
27. Assists with administration & coordination of the MAA program, and completes quarterly MAA time surveys. (Code 15)
28. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)
29. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)
30. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
31. Reviewing school policies, procedures, or rules. (Code 16)
32. Completing personal mileage and expense claims. (Code 16)
33. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)