

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR – SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of the Director - Special Education, assists in the administration of the Special Education Program and provides administrative support to day operation of student programs provided by the Special

Education Department and County Office sponsored charter schools; develops, implements and evaluates program policies and procedures; develops, administers and monitors program budget; coordinates ancillary

Develops and prepares the annual preliminary budget for the Special Education department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

OTHER DUTIES:
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of the overall Special Education program

Knowledge in terms of special education conflict resolution

