



Investigate and resolve student, administrative and staff issues, conflicts and complaints in a timely manner;  
Establish and maintain partnerships with outside agencies to facilitate and enhance support for assigned services;  
Prepare and present a variety of reports, records, and statistical data;  
Perform related duties as assigned.

**KNOWLEDGE OF:**

Principles, theories, practices, methods, and techniques used in classroom instruction for students in the special education program;  
Federal, state and local laws, codes, ordinances, and regulations as they pertain to special education;  
Evaluation and assessment techniques used to determine effective teaching and instructional methods;  
Management principles and practices in relationship to budget administration, purchasing, financial administration, and records system maintenance;  
School attendance rules and regulations, planning, evaluation, and monitoring techniques, funding sources and reporting regulations;  
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of County students.

**SKILLS AND ABILITY TO:**

Provide leadership in the areas of curriculum and instruction;  
Plan, develop, and manage the special education program;  
Interpret and manage laws, codes, and regulations;  
Facilitate meetings with positive outcomes;  
Manage conflicts in a productive and timely manner using tact, patience and courtesy;  
Work and collaborate effectively as part of a team with other;  
Multi-task and set priorities;  
Analyze situations accurately and adopt effective courses of action;  
Work independently with little direction;  
Prepare and maintain various records, reports, and files.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Use and manipulate a computer keyboard and other office equipment;  
Read a variety of materials;  
Sit and stand for extended periods of time.