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.