

PLEASE CIRCULATE AND POST

# California Department of Education JOB ANNOUNCEMENT



POSITION: Division Director, Special Education Division (Exempt)  
TIME BASE: Full-time  
LOCATION: Sacramento, CA  
SALARY: \$8,594 - \$9,476 (Pending Approval)

**EXCELLENCE IN EDUCATION** The Director of Special Education is responsible for ensuring that children from birth through age twenty-two with disabilities receive a free appropriate public education (FAPE) in the least restrictive environment (LRE) as mandated in the Individuals with Disabilities Education Act (IDEA). The Director administers CDE's Special Education Division and provides leadership to California's local educational agencies (LEAs), which provide special education programs and services to children with disabilities.

## DUTIES:

- Supervises and coordinates the work of the Special Education Division: specifically, the Director is responsible for more than 160 persons in Education Administrator I, Special Education Consultant, Staff Services Manager I, Program Analyst, and support staff classifications.
- Provides vision, leadership, technical assistance, and direction to the development and implementation of a statewide strategy for special education programs administered in California for pre-kindergarten through grade 12 public education and is instrumental in the development and approval of statewide and departmental policies and practices for special education.
- Serves as Executive Secretary of the Advisory Commission on Special Education (ACSE) and coordinates the work of the Commission with the work of the Special Education Division.
- Promotes the educational reform agendas of the State Board of Education and the State Superintendent of Public Instruction with particular emphasis on special education programs; represents the State Superintendent as required, and conducts public speaking engagements as necessary throughout the state and at the national level.
- Works cooperatively with the U.S. Department of Education's Office of Special Education Programs, other state and local agencies that provide assistance to children with special needs from birth through age twenty-two, the state and federal Legislative bodies, the Department of Finance, the Legislative Analyst's Office, and national and statewide associations such as the National Association of State Directors of Special Education (NASDSE) and the Special Education Local Plan Area (SELPA) Directors. Serves as staff to the State Board of Education as necessary.

## DESIRED QUALIFICATIONS:

- ✓ Expert knowledge of federal and state special education laws, rules, regulations
- ✓ Expert knowledge of special education techniques and practices at the school site level
- ✓ Strong verbal and written communication skills
- ✓ Knowledge and practical experience in current management practices and techniques
- ✓ Familiarity with Statewide budgetary processes and fiscal condition
- ✓ Experience in high level administrative positions

**WHO MAY APPLY:** Individuals who possess the knowledge, skills, and experience as described above. This position is exempt from civil service laws and rules, and therefore, is not subject to civil service requirements.

**HOW TO APPLY:** Submit a cover letter, resume, and State Application (Form 678) to: Andrew Laufer, Education Administrator I, California Department of Education, 1430 N Street, Room 5602, Sacramento, CA 95814

**APPLICATIONS MUST BE RECEIVED BY: February 23, 2010**

California Relay (Telephone) Service for the Deaf or Hearing Impaired: TDD Phones 1-800-735-2929 Voice Phones 1-800-735-2922  
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