



**PASADENA UNIFIED SCHOOL DISTRICT  
351 SOUTH HUDSON AVENUE  
PASADENA, CA 91109**

**EMPLOYMENT  
IN  
THE  
PASADENA  
UNIFIED  
SCHOOL  
DISTRICT**

**ASSISTANT SUPERINTENDENT, SPECIAL EDUCATION**

**SALARY:**

Management Salary Schedule

Annual: \$147,000, plus a 5% stipend for an earned doctorate.

Mileage is reimbursed in addition to salary.

**WORK YEAR:**

12 months (225 days)

**KEY COMPETENCIES:**

- Recent successful experience leading a school or programs; capable of being a Project Manager
- Can take strategic direction of district and work with schools to link to it and incorporate it in their plans
- Work with schools to make sure they have what they need to be successful
- Ability to work on Legal matters pertaining to Special Education.
- Ability to marshal resources and services to focus on improvement for schools and students
- Knowledgeable of best practices in the field and able to disseminate those practices
- Experience with school or program improvement – planning, the use of data, monitoring of data.
- Experience with accountability system.
- Capable of being a Project Sponsor or a Project Manager
- Models work ethic
- Facility with Microsoft Word, Excel, and PowerPoint, email, and email calendaring
- High ethical standards coupled a strong sense of purpose
- Passionate sense of commitment to children and families

**RESPONSIBILITY:**

Under direction of the Deputy Superintendent or Superintendent, to administer and to supervise the Special Education Department and the SELPA providing overall leadership and vision including the development and achievement of short and long term goals

**EXAMPLE OF DUTIES:**

- Organizes and supervises the Special Education programs;
- Works to plan for the preparation of all Budgets for the Special Education Division and fiscal management for the Division;
- Works with Chief Human Resources Officer to plan and communicate staffing needs;
- Pursues public and private funding sources to support the Special Education programs of the District;
- In Collaboration with the Academics assess and evaluate the delivery of high quality educational programs for the Special Education Division;

“An Equal Opportunity Affirmative Action Title IX Employer encourages qualified men and women including those with disabilities to apply for positions.”

Human Resources

PASADENA  
UNIFIED  
SCHOOL DISTRICT

351 S. Hudson Ave.  
Pasadena, CA 91109  
(626) 396-3600

## **ASSISTANT SUPERINTENDENT, SPECIAL EDUCATION – continued**

- In collaboration with the Academics develops and implements strategies to improve student achievement in the Special Education Division;
- Works with the Director of Technology Officer on the use of technology within the Special Education Division.
- Collaborate with the Academics to evaluate the effectiveness of Special Education programs;
- Supervises and performs evaluations for Coordinators, Special and Teacher(s) on Special Assignment, and other support staff as assigned;
- Collaborates with the Academics, and the principals to develop standards based curriculum for Special Education classes;
- Collaborates with the Academics, and the principals to develop instructional materials for Special Education students;
- Collaborates with the Academics, Coordinators and outside agencies develop and implement Special Education partnerships and programs;
- Collaborates with Academics and Committees to develop promotion and graduation requirements;
- Responsibility for the SELPA
- Maintains current knowledge of laws and Board policies related to Special Education Education;
- Prepares or causes to be prepared policies and administrative regulations;
- Prepares reports and briefings for the Board of Education;
- Collaborates with the Academics to develop formative and benchmark assessments for each grade level;
- Collaborates with the Director, Communications and the Executive Leadership Team to inform the public of student and District progress in meeting organizational goals and improvement targets;
- Responsible for the quality of information for the Special Education department;
- Leads the Strategic Planning efforts for the Special Education Department;
- Assists in the coordination of the District's Planning and Accountability processes; and
- Other duties as assigned

### **MINIMUM REQUIREMENTS**

- Must possess and maintain a valid Administrative Services credential;
- Must have twelve (12) years of successful teaching or administrative experience, seven (7) of which must have been in administrative service requiring an Administrative Services Credential;
- Ability to communicate effectively in oral and written form; and
- Ability to develop and maintain cooperative relationships within the community with lay and professional individuals and groups, and with parents; and
- CLAD or BLAD.

### **OTHER DESIRABLE QUALIFICATIONS:**

- A Master's Degree from an accredited institution of higher learning, preferably in Special Education curriculum or administration, or a closely related field;
- Knowledge of research findings and recent trends in the education of Special Education school pupils;
- Desirable to speak, read and write Spanish fluently; and
- Ability to work effectively with certificated and classified personnel