



**Ability to:**

- Plan, organize and coordinate the District special education program.
- Aid in the planning, development, and implementation of budget planning, and expenditure control processes and procedures.
- Evaluate and analyze complex problems, issues, and concerns, recommend appropriate alternative solutions.
- Communicate effectively in oral and written form, utilizing a simplistic communication mode in ensuring understandable and thorough communication.
- Establish and maintain cooperative organizational, public, and educational community relationships.
- Have a proven ability to perform at a high level of competence in positions of leadership and responsibility.

**Experience and Education:**

- Master's degree from an accredited university;
- Valid California credential;
- Valid California Administrative Credential K-12;
- EL authorization or equivalent if applicable;
- Three (3) years outstanding Certificated experience;
- One (1) year of Administrative experience required;
- Have a proven ability to perform at a high level of competence in positions of leadership and responsibility.

**PHYSICAL DEMANDS**

**Physical class:**

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

**Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to

**Must be able to deal with these environmental considerations:**

Heat:	Has own controls	Fluorescent lights: Yes
Odor:	Yes	Floor may be slippery at times: Tiled areas
Noise:	Yes	Working in close quarters with others: Yes, all the time
Humidity:	Occasional	Working inside: 95% of the day
Moisture:	Occasional	Working outside: 5% of the day

**This job requires:**

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly

Ability to work in temperatures down to 30 degrees and up to 105 degrees.

**Ability to deal with psychological factors:**

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

**Physiologic factors:**

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes