

Job Announcement

Supervising Teacher II- Director of Student Services and Admissions

Please Circulate and Post



CALIFORNIA
DEPARTMENT OF
EDUCATION

Final Filing Date: Until Filled

UNIT/PC#: 184-610-9732-001

Tenure/Time Base: Permanent, full-time (12 months)

Location: California School for the Blind,
500 Walnut Ave, Fremont, CA 94536

Base Salary per month: \$10,921 - \$15,064

Recruitment & Retention per month: \$700

Total Salary per month: \$11,621 - \$15,764

Annual Salary: \$139,452 - \$189,168

Duties

The Director of Student Services and Admissions at the California School for the Blind (CSB):

- Provides leadership, supervision, strategic planning, evaluation, and direction CSB's Related Services providers, including School Psychologists, Speech-Language Pathologists, Orientation & Mobility Specialists, and Occupational Therapist. Also supervises CSB's Student Information Services Analyst and Spanish Translator/Interpreter.
- Chairs CSB's Admissions Review Committee, reviews applications for admission, interacts with the LEA representative involved in admissions, oversees Assessments of Suitability for Placement, and answers questions from LEA's and parents regarding CSB's programs and admissions process.
- Chairs IEP/ITP meetings for students ages 6 to 22 as needed throughout the school year.
- Collaborates with the Principal of Education programs and the Principal of Career and Vocational Programs to address issues of concern expressed in IEP meetings, student behavioral and mental health needs, discipline issues, etc.
- Oversees school-wide discipline and chairs the Discipline Committee, completes suspension reports, and is a liaison with the California Highway Patrol (CHP).
- Determines areas of need in regard to professional development for the departments being supervised, and provides staff training in relevant areas or makes arrangements for the provision of professional development as needed.
- Coordinates and oversees CSB's accreditation process, including developing the self-review process, working with the accreditation agency, and developing working teams.
- Serves as a member of the CSB Cabinet, working closely with the Leadership Team and engaging in visionary program planning, futures planning, program coordination, and achievement of school-wide goals.
- Makes presentations, prepares comprehensive reports, and contributes information for various reports.

- Serves as CSB's Title IX Coordinator for student issues.
- Reports directly to the CSB Site Superintendent.

Required Qualifications

- Master's Degree in education or related field is required
- Applicant must possess a valid Preliminary or Clear California Administrative Services Credential (preferred) or be qualified and willing to enroll in an administrative internship program within the first year of appointment, and must obtain a valid preliminary or clear California Administrative Services Credential within two years of appointment.
- A minimum of three years of experience working with students with blindness, other sensory impairments, and/or multiple disabilities.

Desired Qualifications

- Experience as a program supervisor, principal, or program specialist with oversight responsibilities of education programs for students with blindness, sensory impairments, and/or multiple disabilities.
- Ability to effectively plan, develop, implement, direct and evaluate a variety of educational programs and activities.
- Knowledge of specialized curriculum and assessments for students with visual impairments or sensory impairments, including students with additional disabilities
- Experience with and understanding of Common Core Academic Standards and the Expanded Core Curriculum.
- Dynamic, forward-thinking leader who is constantly seeking to improve programs.
- Experience working with school districts and families to develop IEP's and ITP's, including facilitating IEP meetings, writing comprehensive, measurable, and appropriate IEP and ITP goals and objectives, and completing legally-compliant IEP paperwork.
- Knowledge and understanding of state and federal special education laws and regulations.
- Excellent interpersonal skills, problem-solving skills, conflict resolution skills, written communication skills, and oral communication skills.
- Ability to work collaboratively within a management team as well as with a wide range of stakeholders.

Please refer to Duty Statement for further information related to job expectations.

Benefits

Benefit information can be found on the California Department of Human Resources (CalHR) website, www.calhr.ca.gov and the California Public Employees Retirement System website (CalPERS) www.calpers.ca.gov

From employee pensions managed by the CalPERS to health, dental, and vision plans, state employment offers you many benefits. The Savings Plus Program provides additional opportunities to save for retirement with 401(k) and 457 Plans.

California State Teachers Retirement System (CalSTRS) is only applicable if you are currently in the CalSTRS system and wish to remain in their retirement system.

CSB is located in Fremont, CA and offers free parking. CSB is also two blocks from BART and the AC Transit bus stop is in front of campus.

Pre-Employment Clearance

This position requires the following pre-employment clearance:

- Tuberculosis (TB) Risk Assessment and or Test
- Federal Bureau of Investigations (FBI) and Department of Justice (DOJ) Fingerprint Clearance.

Final Filing Date: Until Filled

How to Apply

Submit the following required documents:

- California School for the Blind [Faculty Application](#)
- Resume
- Cover letter with Statement of Qualifications
- Copy of transcript(s) from Master's degree and beyond (unofficial transcripts accepted with application but official transcripts are required upon hire)
- Attached Commission on Teacher Credentialing (CTC) public view of credential status or credential copy
- Three Letters of Recommendation (Note: Letters of Recommendations can be submitted later, but please indicate if they are/are not included with application packet)

Submit the completed application packet via email or mail to:

Dr. Chemene Hooker-Henry, Director - Human Resources
CA Dept. of Education – California School for the Blind
CA Dept. of Education State Special Schools Services Division – Diagnostic Centers
500 Walnut Avenue
Fremont, CA 94536
chhenry@csb-cde.ca.gov

All applications will be screened based upon desirable qualifications and experience. For questions and/or additional information, please contact Dr. Chemene Hooker-Henry, at (510) 936-5587 or chhenry@csb-cde.ca.gov For more information regarding the California School for the Blind, visit California School for the Blind or www.csb-cde.ca.gov

The State of California is an Equal Opportunity Employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.