

Job Announcement
Supervising Teacher –
Assistant Director,
Diagnostic Center Northern
California

Please Circulate and Post



Final Filing Date: February 3, 2026

UNIT/PC#: 199-010-9202-002

Tenure/Time Base: Non-Tenured, Full-Time

Location: Diagnostic Center Northern California
39100 Gallaudet Drive, Fremont CA 94538

***Base Salary per month:** \$9,948.00 - \$13,725.00

Recruitment & Retention per month: \$1,200.00

Total Salary per month: \$11,148.00 - \$14,925.00

Annual Salary: \$133,776.00 - \$179,100.00

Workdays: 219 (Academic Calendar)

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EDUCATION

Duties

The Assistant Director provides leadership and supervision for a top-rated, transdisciplinary assessment team who provides assessment services to students receiving special education services, in public education programs in any of 58 counties throughout Northern California. Team members also provide consultation and training services to local education agencies (LEAs) in the Center's catchment area. The Assistant Director serves as the on-site administrator in the absence of the Director.

The Assistant Director plans jointly with the Director and other Assistant Director when scheduling assessments. Assists the Director in recruiting, screening, interviewing and selecting assessment personnel and is responsible for orientation and training of all newly hired assessment and training staff under his/ her supervision.

The Assistant Director participates as a member of the Diagnostic Center Tri-Center Management Team. Occasional travel is required.

If you value education and promoting best practices; if you appreciate multiculturalism and diversity; if you want to make a difference, we would like to meet you!

Minimum Required Qualifications

Applicant must possess the following:

- Credential in Special Education
- Master's degree in special education or related field
- Five years' experience in a certificated, special education position including programmatic oversight or direct supervision of credentialed staff
- Excellent analytic ability and exceptional written and verbal communication skills
- Understanding of abilities in children, including medical-developmental status; cognition; communication; social; emotional; academic; motor functioning; and self-help skills

- Knowledge of California and federal laws governing special education programs and services
- Skill in designing, leading, and evaluating meetings and learning activities for adults
- Outstanding multi-task, organizational skills
- Ability to work effectively on a team of professionals, both as leader and as follower
- Observable attitude of respect and positive regard for co-workers, students, and families
- Valid Driver's License

Desired Qualifications

- California Administrative Services Credential
- Knowledge and experience in standardized and developmental assessment of students with a range of disabilities
- Editing experience for technical reports
- Experience in leading and building teams
- Mediation and conflict resolution skills

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 website, www.calhr.ca.gov and the California Public Employees Retirement System website www.calpers.ca.gov.

* Effective July 1, 2025, this classification is subject to the Personnel Leave Program 2025 (PLP 2025) per month. This will result in a 3% pay reduction and will receive 4.38 hours of PLP 2025 each month. Additional information is available in the Human Resources Manual, Section 2113, Personal Leave Program (PLP) at CalHR Human Resources Manual Item 2113 (www.calhr.ca.gov)

From employee pensions managed by 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.

CalSTRS is only applicable if you are currently in the CalSTRS system and wish to remain in their retirement system.

The Supervising Teacher position at the Diagnostic Center Northern California works 219 days in the academic year (August – July). This is a Non-Tenured, Full-Time position.

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.

Additional information is provided after a formal written conditional offer of employment is made.

How to Apply

Submit the following required documents:

- Diagnostic Center Northern California Faculty Application (go to www.dcn-cde.ca.gov for application)
- Resume
- Copy of transcript(s) from Master's Degree and beyond (upon hire, original transcripts are required)
- 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 chhenry@csb-cde.ca.gov, 510-936-5587 or Gloria Mau, Diagnostic Center Director, gmau@dcn-cde.ca.gov 510-794-2500 For information regarding the Diagnostic Center Northern California visit <https://dcn-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.