

EXECUTIVE DIRECTOR, SPECIAL EDUCATION AND STUDENT SERVICES

PRIMARY FUNCTION:

Under the immediate supervision of the Assistant Superintendent, Learning Support, shall plan, administer and supervise all programs and activities related to Special Education and Student Services including, but not limited to, alternative educational programs, nursing, health services, counseling, student transfers, attendance, and administrative hearings for discipline.

Professional Responsibilities

1. Compile and analyze data, perform basic accounting and audit services as required for documentation and program planning.
2. Comply with all state and federal guidelines.
3. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
4. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
5. Maintain personal standards of grooming and professionalism.
6. Maintain standard of promptness in carrying out assignments.
7. Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders.
8. Participate in Instructional Leaders' Professional Learning Community work.

ESSENTIAL FUNCTIONS:

Operation of Programs

1. Administer district student enrollment and transfer policies to ensure safe, lawful, and fair placement of students.
2. Develop, direct, and evaluate educational programs for students with disabilities including specialized academic instruction and designated instructional services in accordance with guidelines established at the state and District level.
3. Ensure all students with special needs are identified and provided a free and appropriate education through the provisions of instructional programs and related services.
4. Oversee district psychological, counseling, nursing, and intervention programs.
5. Coordinate activities related to attendance, such as School Attendance Review Board (SARB) hearings.
6. Plan and implement extended school year services.
7. Supervise and provide overall coordination of services to meet student needs including transportation, home hospital, non-public school placements, and Quest School.
8. Serve as Chairperson on Administrative Review Panel (ARP) for discipline.

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9. Develop and ensure district-wide tiered systems of supports academically and behaviorally.
10. Provide leadership in the improvement of the student services and special education programs by visiting classrooms, conferring with teachers, and providing assistance with curriculum development and the selection and use of instructional materials.
11. Utilize research in program planning and making recommendations for assessment instruments to be used in the identification of students and to assist in the monitoring of progress of these students.
12. Oversee implementation of Individualized Education Plans (IEPs) and 504 plans.
13. Provide oversight of departmental staffing and coordinate with Human Resources.

School or Community Relations

1. Promote positive public relations in the District and community through proper interpretation of the educational program.
2. Serve as a liaison to professional organizations, human service agencies, other school districts and private schools.
3. Serve on District, Special Education Local Plan Area (SELPA), and county special education committees.
4. Provide educational opportunities and assistance to parents and other community members concerning parent participation and responsibility in the special education process.
5. Coordinate parent education programs and other efforts to improve home-school-community relations.
6. Develop interagency collaboration with community agencies serving "at risk" children and youth.
7. Utilize to the fullest, all resources of the school system and the community in developing the most effective educational program.

Procedural Liaison

1. Interpret policies and procedures and provide direction to District staff concerning issues of compliance.
2. Conduct trainings and meetings to increase staff knowledge about policy changes, new programs, current best practices, and other pertinent information.
3. Provide oversight to complaints and implementation of 504 and student records.

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4. Serve as a liaison / consultant for the District in the participation of pre-hearings, mediation, and Due Process hearings.

Personnel Management

1. Work cooperatively with Human Resources, Fiscal Services, and site administrators to select and assign certificated and classified personnel in specialized programs for students.
2. Define expectations for support staff (e.g., paraprofessionals) performance with regard to the instructional program, customer service, and communication with the public.
3. Supervise and evaluate all personnel who report directly to him/her.

Management of Fiscal and Administrative Functions

1. Develop budget recommendations and provide expenditure control on established budgets for each area of responsibility.
2. Compile and maintain all required District, SELPA, and CDE reports and documentation.
3. Report to the Superintendent of Schools and/or Assistant Superintendent of Learning Support.
4. Support, regarding all matters not covered by Board policy or any exceptional situation at the earliest possible time.

Professional Growth and Development

1. Develop and implement professional development activities.
2. Confer with staff members regarding their professional growth and improvement goals.

Other

1. Work with other directors and coordinators for interdepartmental coordination of goals and programs.
2. Function as a member of the District Management Team, performing any and all other duties as assigned by the Superintendent and Assistant Superintendent of Learning Support.

QUALIFICATION STANDARDS:

Ability - Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, ability to communicate effectively, and performance.

EXPERIENCE:

Minimum five years teaching experience in a public school setting in the field of special education. Minimum three years leadership experience.

EDUCATION/CREDENTIALS:

Bachelor's degree, including all courses to meet special education credential requirements. Special Education credential as established by the state and local governing boards. Master's degree in Special Education, Educational Administration or Educational Leadership, and a Tier 2 Administrative Services credential.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Oral and written English communication skills. Interpersonal skills using tact, patience, and courtesy.

Ability to:

Establish and maintain cooperative and effective working relationships with others. Work with a significant diversity of individuals and/or groups.
Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

Indoor and outdoor work environment.

Physical Abilities:

Hearing and speaking to exchange information and make presentations.
Lifting books, materials, equipment to execute lessons and presentations.
Seeing to read, prepare, and review a variety of activities and to monitor student activities. Sitting or standing for extended periods of time.
Walking extended lengths to move around campus and community.

Hazards:

Potential exposure to communicable diseases and contact with blood and other body fluids.