



## **EXECUTIVE DIRECTOR, SPECIAL EDUCATION**

### **ASSIGNMENT**

Under the direction and supervision of the associate superintendent, the executive director of Special Education is responsible for the overall management, responsibility and supervision of the districts special education and health services programs.

### **ADMINISTRATIVE RELATIONSHIPS**

The executive director, special education will administer and oversee the special education and health service departments and the implementation and delivery of appropriate elementary and secondary program services for students with disabilities.

### **MAJOR DUTIES AND RESPONSIBILITIES**

*The position includes but is not limited to the following list of representative duties;*

- Develops and monitors the overall vision for special education in collaboration with all stakeholders including parents, certificated and classified staff.
- Assumes overall management responsibility for program design, compliance standards including instructional programs designed to maximize student performance.
- Provides strong leadership in the oversight of the day to day operations of the special education and health services department.
- Establishes clear lines of communication at all levels; district, site and parent community regarding special education.
- Allocates resources, monitors the use of state, federal and local funds for special education programs.
- Assumes primary oversight of the Special Education Advisory Committee (SEAC).
- Develops, monitors and manages the special education and health services budgets.
- Manages all litigation which includes due process, mediation and resolution meetings required in federal law.
- Develops and maintains alternative dispute resolution models.
- Investigates and resolves formal complaints for students with disabilities.
- Supervises and evaluates the performance of assigned personnel.
- Serves as district liaison with SELPA and local and state agencies.
- Collaborates with the personnel office to ensure the staffing needs at all sites are maintained.
- Organizes and is responsible for providing appropriate staff development

### **Other Related Duties**

- Attend all board meetings and prepare reports deemed necessary for the superintendent and/or the board.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files.
- Visit schools and other appropriate program sites to observe programs and operations.
- Keep the associate superintendent informed of trends and changes.
- Serve as a member of the superintendent's cabinet.
- Model district standards of ethics and professionalism.
- Perform other related duties as may be assigned by the associate superintendent.

## **EMPLOYMENT STANDARDS**

### ***Knowledge of:***

- Administration, principles and methods of educational and instructional services models.
- Current educational programs, curriculum, and instructional practices and strategies which assist students with disabilities in securing a quality education.
- Rtl model and other research based methodologies
- Teaching and learning theory.
- Budget development, implementation and administration.
- District and site operations and appropriate support services to assure program effectiveness.
- School district organization, operations, policies, and objectives.
- Principles and practices of management including supervision, training, and performance evaluation.
- Applicable federal and state laws, codes, regulations, policies, and procedures
- Employee organization contracts.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

### ***Ability to:***

- Plan, organize, control, direct, and administer the delivery of special education programs for specified district-wide services.
- Assess district and site program effectiveness for students with disabilities.
- Exercise judgment and discretion in interpreting and applying policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Prioritize work to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Work collaboratively with all stakeholders.
- Work independently with little direction.
- Utilize proper discretion in dealing with confidential matters.
- Understand and be sensitive to those of culturally and linguistic diverse backgrounds.

### **Education:**

A masters degree in education and/or educational administration and a valid California Standard Administration or Administrative Services Credential from an accredited public institution.

### **Experience:**

A minimum of two years experience as a senior manager in special education and five years of increasingly responsible administrative experience in district level work, including a wide range of assigned responsibilities.

## **SALARY AND BENEFITS**

The salary is an eight-step range on the management schedule for a 225-day contract, paid over 12 months plus a stipend for masters or doctorate degree. Maximum placement is at the fourth step, with at least three years management experience. The districts have a generous benefits package, which currently includes employee selected family health and vision insurance, employee dental coverage, and term life insurance.