

ORANGE UNIFIED SCHOOL DISTRICT

EXECUTIVE DIRECTOR, SPECIAL EDUCATION/SELPA

DEFINITION

Under direction, plan, coordinate, and direct all activities regarding Special Education students and academic achievement; serve as SELPA Director; ensure the implementation of the mandates of the Individuals with Disabilities Education Act (IDEA); assist in policy development for procedures relating to disabled students.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise in special education programs, curriculum and instruction strategies, student services, and SELPA management. Directly related administrative experience is necessary to assure success in a special education leadership role. The job requires the ability to analyze and offer alternative problem solutions. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of educational programs and services of the organization. The position classification has supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. This person frequently meets with District leadership, teachers, special education staff, and other educational personnel to influence, motivate and monitor the result objectives of the special education operation. This is a position classification that performs light work, but does require walking and standing for extended periods. The job also requires the accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information and direction. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES

- Provide general supervision and evaluation of district wide special education services, programs, and mediated settlements.
- Represent SELPA to elected officials and outside agencies; explain and interpret policies and activities; develop and monitor the Annual Service Plan.
- Collaborate and confer with principals to support the development of a Professional Learning Community to support academic achievement of special education students.
- Develop the Special Education budget and prepare Board Agenda items regarding approval of expenditures for nonpublic schools and agencies.
- Supervise development of all required due process procedures and implement appropriate participation within the mediation and hearing process.
- Implement proactive measures to avoid adversarial relationships with parents and counteract due process activity.
- Supervise organization of all Special Education and Extended Year classes and recommend annual modifications based upon enrollment and students' unique needs.

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- Work with other school districts in developing programs to avoid costly duplication of services.
- Oversee the collection and maintenance of Special Education data and certify accuracy for the California Special Education Management Information System (CASEMIS).
- Attend workshops and conferences to ensure accurate interpretation of legal mandates and appropriate instruction for all disabled students; provide training for other district administrators as appropriate.
- Work collaboratively with Human Resources and site principals on recruitment and selection of certificated and classified staff.
- Develop and submit all required federal, state, and county reports, including responses to OCR and other governmental agencies.
- Ensure appropriate procedures for discipline/suspension/expulsion of disabled students and provide input on inter/intra-district transfers for disabled students.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

California Education Codes, IDEA federal regulations and local requirements regarding disabled students, legal interpretations of mandates for school districts; conflict resolution and mediation strategies in due process activity; effective instructional practices raise student achievement and behavior management techniques; research regarding the needs of disabled students and service delivery options, including Response to Intervention/Instruction (RTI2).

Ability to:

Direct the provision of services for disabled students in a large school district; effectively direct due process activity to the benefit of the district; collaborate with site principals to ensure appropriate educational modifications for disabled students and student achievement; provide input to state and federal legislators regarding special education issues; establish and maintain cooperative and Harmonious working relationships among multiple stakeholders; comply with the District's customer service standards, as outlined in Board Policy.

EXPERIENCE AND EDUCATION

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the job required knowledge and abilities would be:

Experience:

Five years of extensive and progressively responsible school and central office administrative experience with extensive responsibility within Special Education; five years of successful teaching experience with the majority of time in Special Education;

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advanced knowledge of legal requirements in the provision of services for disabled students, and in the area of due process activity- medications, hearings, and settlements; or the equivalent.

Education:

California Teaching Credential; Administrative Services Credential; Master's degree or higher from an accredited college or university in educational leadership, special education, or related field of study.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District liability insurance carrier.