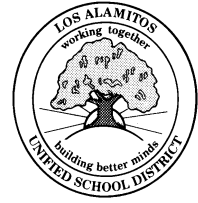


Job Description



Job Title: **ASSISTANT SUPERINTENDENT, Educational Services**

- A. Primary Function: Supervises Special Education, Guidance, and Health Services and selected K-12 instructional programs.
- B. Directly Responsible To: Superintendent
- C. Assigned Responsibilities:
- I. Special Education
1. Supervision of all special education programs for students from ages 3 through 21 years 11 months which are District or Regional, including, but not limited to staff development, instruction and assessment
 - Special Day Class
 - Resource Specialist Program
 - Full Inclusion
 - Designated Instructional Services – Speech and Language, Occupational Therapy, Applied Behavior Analysis, etc.
 - GASELPA Regional Autism Program
 2. Referrals and placements, search and serve
 3. Contracts with all nonpublic schools and agencies
 4. Orange County Mental Health
 5. Regional Center of Orange County
 6. Attendance at IEP's Mediations and Due Process Hearings
 7. Revision of all forms for compliance with IDEA and local law
 8. Coordinate Special Needs Network – parent support group
 9. Coordinate assessment and testing for students with special needs
 10. Supervise district psychologists, speech/language pathologists, counselors, nurses, counseling and psychologist interns, and special education staff
 11. Coordinate and plan all staff development related to special education
 12. Attend GASELPA Director, CAC, and County meetings
 13. Complete forms required for Coordinated Compliance Review
 14. Complete forms required to state and federal accounting by GASELPA
 15. Coordinate the PTA/Special Education Steering Committee
 16. Respond to complaints regarding Special Education program, students, teachers
 17. Coordinate the discipline, suspension, expulsion of Special Education students
 18. Coordinate and assign all Instructional Assistants, Special Education
 19. Coordinate Child Development Center program.
 20. Coordinate School Readiness program.
 21. Recruit and hire special education personnel
 22. Coordinate special education transportation
 23. Coordinate State special education self-review
 24. Coordinate the Human Learning Management Program (Lindamood-Bell clinic)

- 25. Coordinate 504 plans
- 26. Serve as custodian of student records for regular and special education

II. Health Services

Supervise District Health Services, including:

- District Nurses
- Family Life program
- Vision, Hearing, Scoliosis screenings
- Mandated parent notification letters

III. Coordinator of Special Education Summer School Program

Provide leadership in the coordination of K-12 programs in the following:

- Standards
- Materials
- Staff development
- Program implementation
- Research and development
- Integration of technology

IV. Assessment and Accountability – Special Education

Provide leadership, coordination and implementation including:

- Testing materials
- Test preparation
- Data analysis
- Program evaluation
- State-mandated accountability programs (API, STAR, HSEE, CELDT, CAPA, etc.)

V. Intervention – Special Education

Coordinate intervention program including:

- Resources and materials
- Program standards
- Assessment of student progress

VI. Communication – Special Education

Provide timely communication with administrators, teachers, parents and Board of Education including:

- Report card
- Curriculum guides
- Materials and resources
- Performance reports and others as needed

Maintain professional contacts and attends informational meetings as needed

- VII. Special Projects
Manage all aspects of district categorical programs including assurances of state and federal codes for special education.
- VIII. Child Development Center
Supervise and coordinate the Child Development Center program.
- IX. Grants and Applications – Special Education
Research and pursue grant opportunities
- X. Perform other duties as assigned

Minimum Qualifications:

- 1. Credential: California Administrative Services Credential
- 2. Education: Master's Degree including all courses needed to meet credential requirement
- 3. Experience: Successful teaching, library/instructional media teaching and administrative experience preferred

Work Year: 218 days