



EXECUTIVE DIRECTOR, STUDENT SERVICES

Job Description

JOB SUMMARY

Under the direction of the Superintendent, is responsible for the oversight, coordination, and implementation of Special Education programs; psychological support, and guidance services; supports all student related activities involving attendance, discipline, health, and wellness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops, implements, and evaluates annual goals and objectives for special education, psychological, health and wellness services.
- Assumes responsibility for developing, monitoring and managing all special education functions to ensure legal compliance and superior programs and services for eligible students, including applicable services to private school students within the district boundaries.
- Supervises and coordinates District Early Childhood (3-5 years) Program for students with special needs.
- Responsible for selecting staff for Special Education programs, including Certificated and Classified staff.
- Supervises and evaluates all department Specialists, Psychologists, District Nurses, District Office support staff and other staff as appropriate.
- Interprets and administers SELPA regulations and directives; conducts and/or coordinates training for all District staff on special education laws, regulations and District procedures.
- Functions as a member of the District Leadership Team and the Superintendent's Executive Cabinet as needed. Apprises Cabinet of changes in mandated Special Education regulations.
- Provides support to Site and District Administrators to ensure legal compliance and superior programs and services are available for eligible students.
- Provides guidance related to the IEP implementation and compliance process.
- Supports site Principals and Program Specialists with IEP meeting facilitation, as needed.
- Oversees Special Education related complaints (CDE, OCR and OAH), mediation and due process hearings.
- Supervises and administers placement procedures for students with special needs.
- Coordinates the transition process of Special Education students from the elementary level to the middle school level.
- Collaborates with the Educational Services Department staff to establish inclusion and support protocols for students with special needs.
- Keeps abreast of curriculum innovations, learning theory, and current organizational practices for the purpose of modifying, updating, and improving programs and services.

- Reviews and assists with the development and/or selection of curricula.
- Provides and oversees staff development for Special Education staff.
- Coordinates the staff development trainings for Classified and Certificated staff serving students with special needs.
- Prepares all special education and other applicable reports for the Board, prepares Board agenda items, and attends Board meetings.
- Responsible for parent education and parent outreach activities to build, establish, and maintain a positive and productive partnership between the District and families of students with special needs.
- Develops and monitors the annual budget for Special Education and related programs.
- Responsible for all district, local, state, and federal special education reporting requirements, and student services reports as applicable.
- Serves as the District representative on the Cabinet of the North Coastal Consortium for Special Education (NCCSE).
- Coordinates, develops and monitors 504 policies and procedures.
- Supervises, monitors, and assists with student discipline procedures and with the development and implementation of the District student behavior expectations and discipline policy, including expulsion hearings.
- Serves as the district liaison for Foster Youth and Homeless Youth and attends necessary county meetings.
- Supervises District School Attendance and Review Team (SART) and School Attendance and Review Board (SARB) protocols.
- Coordinates and supervises the Home and Hospital program.
- Supervises the maintenance of student records and the completion of all required reports.
- Serves as the Chairperson for the District's Health and Wellness Committee.
- Responsible for supporting, and assisting the coordination of behavioral support programs and services.
- Responsible for all special education and homeless and foster youth related transportation, mileage reimbursements, travel for students and families.
- Assists with the integration and coordination of the District's social emotional learning continuum, including counseling services (School Psychologists).
- Responsible for crisis intervention services as directed, and for the District's risk assessment of students, as requested.
- Oversees Child Protective Services mandated reporting.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Current State and Federal Regulations that relate to Special Education.
- District policies.
- State funding allocation methods.
- Staff development theory and practice.
- Operations of Special Education programs.
- A variety of curricular and instructional strategies designed to serve students with special needs.
- Budget management systems, including Special Education funds.

- Personnel management and training.
- Due process hearing and complaint process.
- Curriculum and effective teaching practices.
- Evaluation and assessment practices.
- Multi-tiered Systems of Support models.
- Student assessment instruments and protocols to qualify students for Special Education services.

Ability to:

- Provide leadership and direction in all areas of identified responsibility.
- Accept direction and follow written and oral instructions.
- Use interpersonal skills with tact, patience and courtesy.
- Direct, manage and evaluate personnel.
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Share and delegate responsibilities.
- Establish and maintain highly effective working relationships with the public and fellow employees.
- Respect and maintain professional confidences.
- Develop and maintain effective working relationships with staff, administrators, vendors, and community members.
- Read, interpret and apply complex rules, and regulations as it relates to federal and state program, funding, and assessment information.
- Communicate effectively with staff, parents, Principals, school sites, community members, and government agencies in both oral and written form.
- Train, supervise and support employees.
- Plan and present professional development.
- Analyze issues and create action plans.
- Maintain regular and consistent attendance.

Education, Licenses and Other Requirements:

- Valid California Teaching or PPS Credential and Administrative Services Credentials
- Master's Degree

Experience:

- Five years of experience at the elementary school level with evidence of increasing responsibilities in Special Education and Administration.
- Site level administrative experience preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls.

The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

CLEARANCES

California Department of Justice (DOJ) fingerprint clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

OTHER

California Class C driver's license and employee-provided transportation required.

Approved: June 2, 2020