



FREMONT UNION HIGH SCHOOL DISTRICT

Job Description: Director of Educational Services

1. QUALIFICATIONS

- A. Credential:** Required - Valid Administrative Credential, Secondary Administrative or General Administrative Credential
- B. Education:** Required – B.A. or B.S.
Desirable – M.A. or M. S.
- C. Experience:** Required – Administrative experience at school site and/or district level.
Desirable – Previous administrative experience categorical programs, special education, guidance, and/or student services and testing
- D. Personal Qualification:** Character, personality, social interaction skills for working with staff, students, parents, community groups, agencies, and organizations; ability to interact effectively with a diverse student and staff population. Understand and work effectively with people from different cultures.

2. GENERAL RESPONSIBILITIES

Under the direction of the Superintendent, the director plans, develops, and supervises the effective delivery of student services, including special education, alternative education, and health services. The director will provide for compliance with State and Federal regulations and work within the policies and regulations of the Fremont Union High School District.

3. DUTIES AND RESPONSIBILITIES

- A. Implement the educational programs of the District in accordance with the mission, values, goals, and objectives.
- B. Establish and maintain high expectations for the implementation of District and school programs for students.
- C. Use current educational research and theories of learning in the delivery of programs; stay current on demographic, social, economic, family, and personal health trends that may affect the learning environment of the schools.

- D. Design, monitor, and evaluate all student services, special education, and alternative education in a way that supports the success of each student in a high quality curriculum.
- E. Communicate effectively with students, parents, and staff about the expectations and support services available to each student in the District; maintain specialized, focused communications to special needs of students and their parents, including communications in languages other than English as needed.
- F. Speak and write about special needs of students to the maximum extent possible without using labels and unclear acronyms.
- G. Maintain up-to-date information on the status of categorical programs, including changes in identification, financing, program focus, and legal or compliance issues; act as official compliance officer for the District.
- H. Coordinate with Superintendent the necessary training for all teachers in appropriate instructional strategies for mainstreaming; assist with the planning of staff training for specialized curriculum, such as guidance and alternative programs.
- I. Work effectively within the Special Education Local Planning Agency (SELPA), contributing to decisions about the appropriate educational setting for all special education students, forecasting the classroom and staffing needs for District students, and communicating with parents.
- J. Establish guidelines for the conduct of Individual Educational Plan (IEP) meetings and monitor their effectiveness on behalf of the student's education and their compliance with the law, including the process for students and parents.
- K. Work with the Director of Human Resources and site principals to recruit, hire, and place special education teaching staff and paraprofessional staff to the benefit of special education students.
- L. Develop data systems and maintain records of students and programs as required by state and federal law, compile timely reports.
- M. Supervise budget development for programs and provide for regular monitoring of expenditures.
- N. Analyze routine student data in order to assess the success paths of all students in the high school program, to determine the effectiveness of guidance practices, to monitor practices that support or inhibit equity, and to determine new or different risk factors that may signal the need for changes in alternative programs.
- O. Plan with site administrators for the effective implementation of District programs.
- P. Develop with the appropriate coordinator a transportation plan for special education students; communicate expectations for transportation routines clearly to students, parents, and staff.
- Q. Implement and oversee all practices as related to District, state, and federal policies on student health and safety.

- R. Provide for the development of handbooks, guidance materials, parent information materials, and necessary forms for the delivery of all educational services to students in the District, including, as needed, materials in languages other than English.
- S. Work with the Superintendent to plan and deliver necessary reports, written and oral, to the Board of Trustees.
- T. Plan for and monitor the appropriate supervision and evaluation of teachers in alternative programs.
- U. Supervise and evaluate coordinators and clerical staff, providing both informal and formal feedback on performance.
- V. Monitor Board Policy AR 5117 for student needs, consistency, and due process.
- W. Perform other duties as assigned.