

JOB DESCRIPTION
San Diego County Office of Education

Executive Director, Special Education Services

Purpose Statement

The job of Executive Director, Special Education Services is done for the purpose/s of providing supervision and support to special education programs and services provided by the SDCOE; coordinating and directing support for activities, procedures and interagency services agreements with and for special education administrators of SDCOE school districts and SELPAs; and providing information and serving as a resource to others.

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, CDE staff, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs, assisting with determining appropriate services for students school-age youth who are either wards of the court or have been referred by social services, probation, or one of the 42 school districts in San Diego County.
- Designs and coordinates countywide staff development and training activities for the purpose of implementing professional development activities that address training needs of the County and its district public and non-public schools.
- Develops consistent policies across SELPAs in the county for the purpose of conforming to state and federal law including, but not limited to charter schools, private schools, and adequate and equitable funding for special education.
- Directs countywide department operations (e.g. Child Find, NPS/NPA master contracts, quality review and rate setting, complaint and due process assistance, interagency agreements, quality control reviews, etc.) for the purpose of implementing and maintaining services and programs within established timeframes and in compliance with related requirements.
- Facilitates the Special Education coordinated compliance review process for the purpose of identifying issues of non-compliance of timelines and processes, handling due process appeals requests, developing recommendations, mediating between parents and districts, and serving as a District representative in appeal cases.
- Manages the county's special education department website content (e.g. SDCOE LCAP Update, School District Special Education Contacts, National Special Education Organizations, JCCS Special Education Services, Transition Resources, Resources for Educators, Information From The CDE, Special Education Parents' Rights, etc.) for the purpose of communicating and maintaining current and accurate information, and providing resources for county and district staff, parents, and the public.
- Manages and coordinates SDCOE medical billing for the purpose of obtaining reimbursable funding for SDCOE program.
- Monitors budget allocations, expenditures, revenues, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, bills are sent to appropriate district offices, expenses are within budget limits and/or fiscal practices of excess cost model are followed.
- Participates in a wide variety of meetings locally, countywide interagency committee meeting (e.g. Executive Planning Group, steering committees, cadres of SELPA representatives, etc.) for the

purpose of identifying issues, developing recommendations, providing training, conveying and/or gathering information required for position functions.

- Performs personnel administrative functions (e.g. interviewing, assigning, evaluating, supervising, coaching, handling misconduct issues, etc.) for the purpose of maintaining adequate staffing needs, enhancing productivity of personnel and achieving objectives within budget.
- Prepares and maintains a wide variety of often complex materials and reports (e.g. long and short range plans, budgets, bills for excess costs, data analyses, recommendations, procedures, professional development needs analyses, CASEMIS state reporting biannually, Special education Self Reviews results, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Represents the County on various committees and commission at state and local levels (e.g. Special Ed Task Force, Correctional Facilities committee, Transition, etc.) for the purpose of establishing and maintaining positive relationships, serving as liaison and technical resource for SELPAs/districts/SDCOE and the public, and conveying and/or gathering information.
- Researches and monitors new legislation and proposed legislative bills for the purpose of interpreting the legislation, determining implications for the county and its districts and advising the Superintendent to support or oppose the legislation.
- Responds to issues involving staff, conflicts in policies and regulations, community concerns, parental requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Serves as a resource for school districts in San Diego County and neighboring counties for the purpose of providing direct and indirect support and technical assistance with special education services.
- Supervises and evaluates the operation of SDCOE operated special programs (e.g. Friendship School, Juvenile Court and Community Schools, etc.) for the purpose of directing the special education services provided in compliance with state and federal regulations and supporting staff to provide the optimal learning environment for these special needs students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; administering personnel policies and procedures; effectively interpreting and applying appropriate laws, codes, rules and regulations; formulating and executing decisions involving complex issues; recognizing the need for policy changes and developing policy recommendations; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program

planning and development; concepts of grammar and punctuation; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; impact data collection and analysis; and stages of child development/ behavior.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; ; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions; and maintaining confidentiality; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency: Minimum qualifications for this position include possession of, or eligibility for a California Administrative Services Credential; possession of an advanced degree (Master's or higher) in education or other field related to the position; five years of increasingly responsible experience in an educational setting, including supervisory or administrative responsibilities in special education programs at the county and/or district level; and three to five years experience as a special education director at the school district level or higher. Other desirable characteristics include in-depth knowledge of current legislation, instructional.

Required Testing

Certificates

California Administrative Services
Credential

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

FLSA Status: Exempt

Salary Range: Certificated Management Grade 56

SLT Approval Date: **October 11, 2016**