

BUENA PARK SCHOOL DISTRICT

DIRECTOR OF SPECIAL EDUCATION

DEFINITION:

Under direction of the Chief Academic Officer, to assist in the planning, development, and implementation of the District's special education program and home teaching; ensures that all state and federal mandated regulations and procedures regarding these programs are in place and operating, serves as a resource to District personnel and members of the educational community concerning the above issues; perform all related functions as required.

EXAMPLES OF DUTIES:

- Maintains and ensures implementation of federal and state regulations and District policies and procedures governing special education, child welfare and attendance, and student expulsions.
- Coordinates and implements all itinerant support services, including pupil personnel, and home teaching.
- Assists with multi-disciplinary assessments and interprets assessment results at Individualized Education Plan (IEP) meetings.
- Facilitates out-of-district, including nonpublic school, special education placements and contracts and student transportation services.
- Coordinates with public and private agencies.
- Represents the District in special education due process proceedings.
- Confers with, counsels, and advises District personnel and parents concerning assessment, eligibility, placement options/issues, and due process rights of pupils in special education and alternative education placement programs.
- Plans and provides staff development to District personnel on related issues.
- Works collaboratively with school site staff in the evaluation of special education staff, specifically psychologists, speech and language specialists, and occupational therapists.
- Assists in arranging and conducting job-alike staff meetings for psychologists, speech and language specialists, and occupational therapists.
- Completes federal and state reporting forms and Governing Board reports.
- Assists in the development of the budgets for these programs.
- Provides direct support to principals in areas related to compliance issues.
- Coordinates Program Improvement requirements; including but not limited to School Choice and contracting and monitoring of SES.
- Coordinates MAA programs, trainings, and compliance issues.
- Serve as a resource and liaison to IEP teams regarding compliance issues in unique and difficult cases.
- Coordinates Target Case Management (LEA) requirements, monitors CASEMIS and SEIS.
- Establishes staffing ratios to support all special education programs.
- Performs related duties and responsibilities as required.

QUALIFICATIONS:

Knowledge of:

- Special education, pupil personnel, child welfare and attendance, suspension and expulsion, and home teaching legal mandates, policy regulations, operational procedures, and codes.
- Organization, management, planning, and evaluation strategies, techniques, and procedures.
- Curriculum and instruction design and delivery systems.
- Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques.

**BUENA PARK SCHOOL DISTRICT
DIRECTOR SPECIAL EDUCATION
PAGE 2 OF 2**

- Organization and delivery of staff development.

Ability to:

- Plan, organize, coordinate, and interpret the District's special education, pupil personnel, child welfare and attendance, suspension and expulsion, and home teaching.
- Plan and implement the budgets for these programs.
- Plan, implement, and facilitate inservice training programs to meet the needs of District staff and parents in these related areas.
- Develop and submit proposals for special grants.
- Monitor grants.
- Design and implement curricular programs.
- Communicate effectively in oral and written forms.
- Supervise others.
- Utilize technology to provide staff and students instructional richness and opportunity.
- Serve as a resource to site and District personnel, students, parents, and others in these areas.
- Establish and maintain cooperation with District employees and public and community agencies.
- Perform essential functions of the job with or without reasonable accommodation.

EDUCATION AND EXPERIENCE:

- Master's degree and five years experience, including three years teaching or providing services to students with special needs.
- Experience supervising personnel, including administering performance evaluations.

LICENSES AND OTHER REQUIREMENTS

- Valid California Administrative Services credential.
- Valid California driver's license and insurability by the District's liability insurance carrier.
- Valid California Credential authorizing service as a K-8 teacher (preferably in special education), Pupil Personnel Services credential, clinical or rehabilitative services credential, and/or speech-language pathology services credential.