



**DIRECTOR  
SPECIAL EDUCATION OPERATIONS &  
INCLUSIVE LEARNING PROGRAMS**

Revision Date: 04/17/24

---

**BRIEF DESCRIPTION OF POSITION**

The Director of Special Education Operations & Inclusive Learning Programs, under the supervision of the Superintendent plans, administers, organizes, and supervises the District's special education programs and services in support of post-secondary readiness for Students with Disabilities; including students with disabilities also identified as English Learners, Foster Youth, Homeless Youth, Migrant Youth, and Economically Disadvantaged Youth.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides oversight and support for the implementation of State Board of Education adopted California Standards, the California Assessment of Student Performance and Progress, and the California Alternative Assessment.
2. Provides leadership, support, and oversight of the District's special education programs; maintains appropriate program quality. Ensures compliance with federal, state, and local laws, regulations, and reporting requirements relative to special education.
3. Collaborates with district and site administrative staff in the selection, assignment, supervision and evaluation of special education personnel.
4. Oversees the referral, assessment, eligibility, placement, programming, and evaluation processes for students with disabilities and students with exceptional needs; reviews and approves all special education placements and recommendations for non-public school placements.
5. Develops and administers the special education budget, ensuring that all services meet the District's budgetary and contractual guidelines and that appropriate billings are completed for additional services; monitors and approves expenditures, ensuring sound fiscal management of special education programs.
6. Represents the District in matters related to the special education program; serves as district representative at IEPs, due process hearings, SELPA, and other venues as appropriate.
7. Interprets and administers state and SELPA regulations and directives; conducts training for all district staff on special education laws, regulations, compliance requirements, district procedures, and instructional practices.
8. Coordinates District's special education programs with other organizations and agencies working with special needs students; negotiates interagency agreements and communicates with other agencies in a cooperative relationship; serves as liaison between schools and local service agencies.
9. Collaborates with site leadership to serve as special education consultant and resource to site administrators.
10. Provides input to the Assistant Superintendent of Educational Services for special education curriculum revisions and course development.
11. Establishes and supports the Community Advisory Committee in accordance with state regulations and requirements.
12. Keeps administrators and the district informed of available federal, state, and local resources for special education.
13. Develops, reviews, and recommends the adoption or revision of board policies and regulations pertaining to special education.
14. Consults on inter/intra district transfers for and expulsion recommendations of students with disabilities.
15. Provides oversight and support for community input on the District's special education programs, in support of the annual update to the Local Control Accountability Plan.
16. Performs other duties as assigned.

## KNOWLEDGE AND ABILITIES

- Ability to communicate effectively
- Interpret policy, procedures and data.
- Maintain emotional control under stress.

## PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS

- Frequent district-wide and occasional statewide and national travel.
- Occasional prolonged and irregular hours.
- Infrequent heavy lifting.

## REQUIREMENTS

- WORK YEAR:** Certificated Management Work Year; 223 days
- CREDENTIAL:** Current valid Special Education Credential (preferred) or School Psychologist Credential (preferred) or Speech Language Therapist Credential or Teaching Credential or Pupil Personnel Services Credential; and Current Administrative Credential
- EDUCATION:** Master's degree in education or related field from an accredited college or university (preferred)
- EXPERIENCE:** Three years successful experience as a special education teacher (preferred) or school psychologist (preferred) or speech language therapist or teacher or school counselor; Successful experience as a school site administrator (preferred); Extensive experience working with diverse student populations; Extensive experience with the IEP process (preferred); Experience providing Professional Learning (preferred); Experience with Special Education Due Process (preferred)
- OTHER:** Bilingual in Spanish (preferred/not required)  
Knowledge of Mixteco, Tagalog, and other world languages (preferred)
- SALARY:** Certificated Management Salary Schedule
- BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance + Car Allowance + Doctoral Stipend (for a verified earned doctorate)