Mt. Diablo Unified School District

Administrator, Special Education/Dispute Resolution

Primary Function

Coordinate Mediation and Due Process activities, Compliance Complaints, Dispute Resolution projects and resulting programs, and oversee the planning and coordination of Non-Public School/Agencies Program and Services budget.

Directly Responsible to

Assistant Superintendent, Special Education

Major Responsibilities

1. Responds to parent request for mediation/due process.
2. Communicates with appropriate agencies related to mediation and due process issues, as appropriate.
3. Represents the district in mediation, and due process and administrative hearings.
4. Maintains records related to mediation/due process.
5. Maintains a tracking system of information related to mediation/due process.
6. Monitors compliance and procedures for referral, assessment identification, Individual Education Planning (IEP) placement.
7. Develops training opportunities for district and site staff, as appropriate.
8. Advises the Assistant Superintendent, Special Education of program/policy issues that may need attention, based on mediation and due process hearing activity.
9. Maintains on-going communication with parents/community.
10. Participates as staff to the Community Advisory Committee.
11. Responds to parents regarding compliance issues.
12. Investigates compliance complaints and provides documentation to California State Department of Education and Federal Office of Special Education.
13. Responds to California Department of Education in collaboration with special education staff regarding systemic compliance and accountability.
14. Coordinates the implementation of any corrective actions resulting from compliance investigations.
15. Works with site staff to identify systemic improvements that will prevent compliance complaints.
16. Maintains records related to compliance complaints, including a tracing system of information related to the complaints.
17. Represents the district in planning and implementation activities related to the Alternative Dispute Resolution (ADR) project.
18. Provides leadership in implementing and evaluating the activities included in the ADR project.

19. Advises and collaborates with the Assistant Superintendent, Special Education in the implementation of the ADR project.
20. Advises and collaborates with Program Specialist and site staff regarding placement of students in the Non-Public School (NPS) programs.
21. Advises and collaborates with special education staff regarding use of non-public agencies for providing service to students.
22. Develops and implements contracts with non-public schools.
23. Maintains a tracking system of information related to the number and types of students served in non-public schools.
24. Oversees the budget for non-public schools and non-public school agencies in collaboration with the staff in the fiscal department.
25. Collaborates with the County Mental Health staff regarding mental health services and placements of students in programs providing mental health services.
26. Performs other activities and duties as required or assigned by the Assistant Superintendent, Special Education.

Qualifications

Knowledge and Skills

1. Extensive knowledge of State and Federal special education laws, regulations, and procedures.
2. Knowledge of special education programs for ages 0-22.
3. Knowledge of disabilities as well as treatment and remediation strategies.
4. Ability to exhibit the qualities of leadership essential to the successful administration of special education.
5. Ability to exercise good judgment and tact.
6. Ability to cope with emergency situations.
7. Knowledge and skill in conflict resolution.
8. Knowledge of effective employee supervision and evaluation procedures and techniques.
9. Knowledge of curriculum concepts and materials pertinent to special education.
10. Ability to speak and write effectively.
11. Ability to work effectively with all segments of the educational community and general public.
12. Knowledge of school district operations and procedures.
13. Ability to work effectively with individuals and large groups.

Education, Training and Experience

1. Post graduate working special education, pupil personnel services, school administration, or a related field.
2. Knowledge and experience in one or more areas of major disability conditions, in preschool handicapped, career/vocational development, and transition assistance.
3. Progressively responsible experience in providing administrative leadership in either special education or pupil personnel services.
4. Experience with disability treatment and remediation strategies.
5. Experience with the dispute resolution, special education compliance and due process procedures.
6. Ability to exercise good judgement and tact.
7. Ability to cope with emergency situations.
8. Knowledge of curriculum concepts and materials pertinent to special education.
9. Ability to speak and write effectively.

Management Salary Schedule 25

Approved by the Board of Education: September 13, 2011