

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: **Executive Director – Special Education**

REPORTS TO: Assistant Superintendent of Educational Support Services

SUPERVISES: Staff assigned

JOB GOAL: Under the direction of the Assistant Superintendent of Educational Support Services, the Executive Director of Special Education provides vision, leadership, coordination, and supervision for the District's Special Education programs. The Executive Director ensures that Special Education programs are compliant with federal, state, and local regulations, aligned with District goals, and designed to meet the unique needs of students with disabilities.

QUALIFICATIONS

Knowledge of

1. Federal, state, and local laws, codes, regulations, and procedures related to Special Education and related services.
2. Special Education instructional models, behavior management strategies, and best practices in inclusive education.
3. Effective supervision, evaluation, and professional development of certificated and classified staff.
4. Budget development, monitoring, and resource allocation specific to Special Education.
5. Effective practices in interagency collaboration with public/private organizations and service providers.
6. Individualized Education Program (IEP) processes, due process procedures, and compliance monitoring.
7. Research, data analysis, and program evaluation methodologies.
8. Current issues, challenges, and emerging practices in Special Education.
9. Human resources development and leadership strategies.
10. Effective oral and written communication skills.

Ability to

1. Plan, organize, and direct comprehensive Special Education programs and services.
2. Demonstrate effective leadership, problem-solving, and decision-making skills.
3. Communicate and collaborate effectively with administrators, staff, parents, students, and community partners.
4. Interpret, apply, and ensure compliance with laws, regulations, policies, and procedures.
5. Supervise, evaluate, and support certificated and classified staff.
6. Prepare and deliver clear reports, presentations, and recommendations to District leadership and the Board of Trustees.
7. Establish and maintain cooperative working relationships.

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Ability to Continued:

8. Manage multiple priorities, timelines, and initiatives.
9. Respond to and resolve conflicts and sensitive situations with tact and professionalism.
10. Provide leadership that fosters high expectations for all students.

Training and Experience:

1. Valid California Administrative Services Credential.
2. Valid Pupil Personnel Services Credential or Teaching Credential authorizing service in Special Education.
3. Master's Degree or higher from an accredited college or university.
4. Minimum of five (5) years of successful teaching, special education itinerant assignment, or administrative experience in Special Education, with at least three years in an administrative leadership role.

ESSENTIAL FUNCTIONS

1. Provide leadership, oversight, and accountability for all Special Education programs, including resource specialist programs, special day classes, related services, and psychological and health services.
2. Coordinate and supervise District-wide compliance with IDEA, Section 504, ADA, and related federal and state mandates.
3. Serve as a resource and consultant to site administrators, staff, parents, and the community regarding Special Education services, placement, and student needs.
4. Direct the development, implementation, and evaluation of Individualized Education Programs (IEPs) and ensure adherence to timelines, due process, and legal requirements.
5. Supervise and evaluate certificated and classified Special Education staff, including program specialists, psychologists, therapists, and teachers.
6. Develop and monitor Special Education budgets, staffing allocations, and resources to ensure fiscal responsibility and program effectiveness.
7. Provide leadership in the recruitment, training, and retention of highly qualified Special Education staff.
8. Develop and implement professional development programs related to Special Education and related services.
9. Oversee District-level IEP Teams and facilitate appropriate placement and services for students with disabilities.
10. Serve as liaison to county, state, and federal agencies; represent the District in meetings, hearings, and collaborative initiatives.
11. Ensure effective communication with parents and guardians; resolve concerns and facilitate positive home-school collaboration.

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Essential Functions Continued:

12. Analyze data, prepare reports, and present information to the Superintendent, Cabinet, and Board of Trustees on Special Education program effectiveness, student achievement, and compliance.
13. Collaborate with general education leadership to promote inclusive practices and align Special Education services with District instructional goals.
14. Coordinate inter- and intra-departmental activities to improve efficiency, compliance, and student outcomes.
15. Keep current on proposed legislation, emerging practices, and research in the field of Special Education, advising District leadership accordingly.
16. Know and follow the District Mission and Core Values and develop corresponding priorities for Special Education.
17. Superintendent/Designee and/or the Assistant Superintendent of Educational Services.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels).
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for extended periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to thirty (30) pounds occasionally.
9. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
10. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard with speed and accuracy in a safe and effective manner.

TERMS OF EMPLOYMENT: 240-day work year
Certificated Management, Cabinet-level

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Management Personnel.

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Approved by: Board of Education

Date: 10/14/25

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
IS AN EQUAL OPPORTUNITY EMPLOYER**

**MURRIETA VALLEY SCHOOL DISTRICT
IS A TOBACCO-FREE, DRUG-FREE WORKPLACE**