

ASSISTANT SUPERINTENDENT, SPECIAL EDUCATION AND STUDENT SERVICES**DEFINITION:**

Under the general direction of the Superintendent, serve as the chief Special Education and Student Services officer of the District to include the supervision of Special Education programs and services as well as the responsibility for all aspects of compliance with IDEA and California Education Code, and supervise and evaluate the Directors in support of both of these departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Superintendent in directing the administration and coordination of the District's Special Education programs and the Student Services department.
- Oversee litigation and compliance complaints for students with disabilities under IDEA and consult on ADA and Section 504 litigation.
- Work with the SELPA Governance Council in the development and modification of legislation and participate in Due Process Hearings, and Mediations and Resolution Session conferences.
- Coordinate the development of waivers, NPS/Agency contracts, and other fiscal reporting requirements.
- Oversee the design, implementation and evaluation of a professional development program that addresses identified needs in all areas of responsibility; collaborate with other District departments to develop and coordinate professional development goals and efforts.
- Oversee the design of staff development with appropriate personnel to ensure District compliance with IDEA and California Education Code.
- Foster positive relationships with parents, guardians, and the community, keeping them informed about special education programs and student services.
- Assist in the development, implementation and monitoring of budgets related to all areas of responsibility.
- Coordinate and ensure the submission of all state and federally required reports, including compliance and state quality assurance program reviews.
- Monitor fiscal and program evaluation for the District to determine effectiveness and ensure compliance with Special Education laws; recommend appropriate corrective actions when necessary.
- Supervise and coordinate Health Services, Child Welfare and Attendance services, 504 services, Office of Civil Rights, Mental Health Services, Positive Behavioral and Intervention Supports (PBIS), Social Emotional Learning and curriculum (SEL), and Federal reports and mandates.
- Prepare drafts of needed Board policies and administrative regulations for Superintendent's approval or submission to the Board of Education.
- Perform other duties as assigned

QUALIFICATIONS**Knowledge of:**

Current laws, regulations, policies, funding, procedures and current trends and practices as they relate to Special Education programs, SELPA Governance services, student services, child welfare and attendance.

Ability to:

Plan, organize and direct complex programs and manage administrative operations; effectively communicate, both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; collect and analyze data; use sound judgment in interpreting and applying policies and procedures; manage, supervise, motivate and train personnel; and establish and maintain effective working relationships.

Experience:

Five years of experience that has provided the applicant with the knowledge and abilities listed above.

Education:

A Master's Degree from an accredited college or university.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work-related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Valid California credential authorizing service in pupil personnel services and child welfare and attendance or special education and valid administrative services credential, and possession of a valid California driver's license.

Board Approved: January 18, 2024