

**DIRECTOR III
(SPECIAL EDUCATION)****DEFINITION:**

Under the direction of the Assistant Superintendent for Educational Services, serve as the chief Special Education officer of the District, to include the supervision of Special Education programs and services; plan, implement, supervise, coordinate and evaluate the program; responsible for all aspects of compliance with IDEA and California Education Code.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide leadership and supervision for all aspects of Special Education.
- Coordinate and implement the District's Special Education programs to ensure the provision of a free and appropriate education (FAPE) for students with disabilities. Ensure that students are being educated in the least restrictive environment (LRE) by maintaining appropriate and varied service delivery models in the District, including the piloting of new service delivery models; interface & coordinate with District and school administration regarding Special Education.
- Evaluate Program Specialist staff and oversee the supervision and evaluation of District Psychologists, Occupational and Physical Therapists, Adaptive Physical Education Teachers, and Speech Pathologists.
- Assist in the recruitment, selection and assignment of Special Education personnel to the school sites in collaboration with Human Resources, Educational Services, and site administrators.
- 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, Mediations and Resolution Session conferences, and attend IEP's as needed.
- Coordinate the development of waivers, NPS/Agency contracts, MIS and fiscal reporting requirements.
- Provide guidance for all student placements outside of the District and/or in other restrictive settings; oversee all nonpublic school and nonpublic agency placements, invoicing, payments and services rendered from these sources.
- 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.
- 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.
- Maintain liaison with the community, other districts and SELPA's, local agencies and parent groups including Community Advisory Counsel, Orange County Mental Health, Regional Center of Orange County, and other agencies/individuals with whom the District has interagency and consultant agreements or contracts; participate in Board, SELPA, and CAC meetings.
- Foster collaboration and communication among Special Education staff and services; promote integration with the general education program of all Special Education programs; and support District-wide goals.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

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

Ability to:

Plan, organize and direct complex programs of special services; direct, develop and evaluate staff; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; assume a leadership role working with in-district and out-of-districts with various constituencies and agencies; establish and maintain records; establish and maintain cooperative working relationships.

Experience:

Three years 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: May 12, 2016