

## STOCKTON UNIFIED SCHOOL DISTRICT

### EXECUTIVE DIRECTOR, SPECIAL EDUCATION/SELPA

#### **DEFINITION**

Plan, organize, coordinate and evaluate all special education programs and related services. Coordinate special education programs of the District with the educational Assistant Superintendents and the Deputy Superintendent as well as staff at school sites in an effort to achieve maximum results for students with disabilities. Serve as the Special Education Local Plan Area (SELPA) Director to develop a local plan for serving all children with special education needs. Direct implementation of local, state and federal programs in related areas.

#### **SUPERVISION RECEIVED AND EXERCISED**

Work independently under the direction of the Superintendent or designee to exercise direct supervision of special education administrators, the principal of Walton School, school psychologists, speech language pathologists, adaptive PE teachers, mental health staff and itinerant special education teachers. Exercise general supervision over certificated and classified personnel working in the special education department.

**REPRESENTATIVE DUTIES- (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.)**

- Provide overall management direction in the planning of the Special Education Services program objectives and implementation of general guidelines for individuals responsible for special education and related services. (E)
- As SELPA Director, submit compliance reports and documentation to the California Department of Education, as well as respond to state and federal surveys and required data compilation reports. (E)
- Prepare and manage the annual Special Education Department budget. (E)
- Review program, budget, and staffing plans prepared by special education staff to assure conformance with local, state and federal objectives; receive input to the District's Special Education Plan. (E)
- Develop, implement and evaluate the policies and procedures related to Special Education Services. (E)
- Establish and implement uniform standards and procedures for organization, clerical practices and performance of functions of staff assigned to the Special Education Department, including all related services. (E)
- Coordinate assigned activities with the District's divisions to develop policies and procedures, which will serve as an integral part of the total educational program. (E)
- Administer and implement the SUSD Local Plan. Provide for the establishment and maintenance of a management information system to collect required data. (E)
- Assist in the development of system-wide educational goals and recommend changes and improvements in the instructional program. (E)
- Provide leadership in the development and training related to educational programs appropriate to the needs of school personnel. (E)
- Plan for the continuous evaluation and improvement of the curriculum and instructional program services provided by Special Education. (E)
- Work directly with the Human Resources department in the selection and assignment of special education specialists and instructional personnel to ensure that staffing allocations, recruitment, transfers and supervision are achieved in an effective manner. (E)
- Develop policies and procedures, in cooperation with the District's divisions, in matters related to the identification and placement of students with special needs and special projects in Special Education. (E)
- Coordinate placement and facilities for the assignment of students with special needs.(E)
- Supervise the Coordinated Compliance Review process related to Special Education. (E)
- Evaluate the performance of personnel. (E)
- Serve on the District's negotiation team. (E)
- Represent the District in the area of Special Education Services in cooperative relations with community members, community agencies, pre K-Young Adult District committees, councils and personnel in other organizational units and offices. (E)

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- Develop and monitor regional interagency agreements. **(E)**
- Develop and maintain an effective system of communication with and among all personnel. **(E)**

### QUALIFICATIONS

#### Knowledge of:

- Laws, rules, regulations and judicial decisions affecting the provision of services in all educational support program areas, with an emphasis in Special education
- Principles of governmental budgeting and expenditure control
- Public information principles and techniques
- Principles of supervision, training and program administration
- Collective bargaining and principles of labor relations management and working with unions
- Program assessment and evaluation
- Disabilities and techniques for remediation
- Human relations skills, especially treating staff, students and parents in a caring, responsive and profession manner; provide the leadership that will ensure that staff members treat students and parents in such a manner

#### Ability to:

- Plan, organize, develop and coordinate the activities of a broad range of programs and special services
- Analyze program activities and implement procedures which will improve the provision of services
- Ensure that programs and activities are carried out in compliance with state and federal requirements
- Effectively delegate responsibility and tasks and oversee their administration and provide necessary input
- Serve as a liaison with a variety of community and governmental organizations
- Provide effective training and curricular development for support staff
- Communicate effectively both orally and in writing including preparation of comprehensive reports
- Make effective public presentations of program information
- Physical capability sufficient to perform job tasks

#### Education and Experience:

- Master of Arts or advanced degree from an accredited college or university
- Special Education credential and the appropriate administrative and/or supervisory credential
- Two (2) years' experience at district level administrator/or director of Special Education
- Site level administrative experience desirable
- Three (3) years' experience with special education programs and services to students
- Psychological services experience is desirable
- Second language is desirable

#### License or Certificate:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

### WORKING CONDITIONS

#### **Environment:**

- Office environment
- Travel to district sites

#### **Physical Demands:**

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials

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- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Sit for prolonged periods of time
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs., at waist height for short distances
- Reach overhead, above the shoulders and horizontally, grasp, push/pull

Salary Placement:

Management Team Salary Schedule

Tier 7, Range 04

12 Month Work Year

Board Approval: 06/23/20

02/13/18