

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Executive Director, Special Services

QUALIFICATIONS

CREDENTIAL: Required Appropriate California Credential

EDUCATION: Required M.A. or M.S.

Desired Doctorate Degree

EXPERIENCE: Required Five or more years of successful teaching experience (with a minimum of five years in special education and/or school psychology). Five years or more of successful experience in administration of programs for exceptional children and their special support services. Experience in the oversight of multiple special education services, including experience in legal aspects of special education. Responsible experience in providing administrative leadership in special education, including directing/supervising the work of others.

Desired Experience in the management of special education Designated Instructional Services (DIS), special education transportation, psychological and health services.

PERSONAL QUALIFICATIONS:

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the supervisor Assistant Superintendent, Educational Services, directs the planning, development, implementation, and evaluation of all the district's special education programs, including but not limited to, health services program, home and hospital teaching, and health and psychological services for the district.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Executive Director, Special Services job performance will be as follows:

1. Directs, coordinates, and evaluates the special education programs, home and hospital teaching services, health services, and psychological services of the district.
2. Supervises and evaluates all certificated and classified personnel assigned to the Special Services Department.
3. Supervises, evaluates, and meets regularly with Lead Nurse to ensure effective implementation and oversight of the District's health services program.

4. Coordinates and monitors the process of assessment, identification, and placement of Special Education students.
5. Develops goals and objectives for the department, and recommends and implements programs and policies for the district's special education programs, home and hospital programs, health services and psychological services.
6. Maintains a high level of awareness regarding research, recent developments, legislation, and judicial decisions bearing on special education, psychological services, and health services.
7. Serves as district liaison with cooperating agencies, parent groups, and others dealing with the education of special students. Directs referrals from such groups and agencies for appropriate processing.
8. Consults/communicates with staff and parents regarding goals, methods, procedures, and materials for instruction in special education.
9. Maintains confidential files for individual students in special education programs in accordance with state and federal regulations.
10. Provides class lists and assignments of all students to special education programs.
11. Maintains and monitors a system of inventory control for all district special education and psychological services materials and equipment.
12. Maintains and controls budgets for all areas of expenditures in the department.
13. Develops summaries, reports, and other documents as required or requested by the district or other agencies.
14. Serves on the East Valley Special Education Local Plan Area (SELPA) Steering Committee and is an alternate district representative to the East Valley SELPA Board.
15. Communicates the goals, objectives, and nature of special education programs and psychological services to the Board of Education, administration, staff, parents, and general public.
16. Provides and monitors relevant staff development programs for instructional/non-instructional personnel regarding special education students and programs.
17. Assists in the recruitment, selection, and monitoring of appropriate assignments for instructional/non-instructional personnel assigned to special education programs at the various school sites.
18. On request, assists site administrators with the observation and evaluation of special education staff.
19. May serve as principal of the special education extended year summer school.
20. Assists in preparing a timely and appropriate annual division report, summarizing the evaluation of special education programs, psychological, and health services in the district, progress to date, and future direction.

21. Coordinates the special education and supporting services portion of the Coordinated Compliance Review.
22. Prepares Board of Education agenda items relating to the Executive Director's areas of responsibilities, submitting items in a timely and appropriate manner to the supervisor for final review.
23. Attends regular Board of Education meetings.
24. Works with various health agencies in the community, both public and private, in implementing the health service offered to district students.
25. Coordinates the district's student health services, physical screening and testing program.
26. Communicates with appropriate district office or school site personnel regarding incidents and/or situations which might impact the district's operating procedures or fiscal responsibilities, its divisions, or its schools.
27. Supports and cultivates a positive internal/external image of the district.
28. Represents the district in community affairs and activities.
29. Establishes significant annual goals, objectives, and indicators of attainment.
30. Gathers appropriate data in support of the status of annual goals, objectives, and indicators of job attainment elements.
31. Coordinates, disseminates, and monitors changes in curriculum impacting special education programs including the selection of core and supplemental materials for special education students.
32. Participates in the development of new or modified programs, procedures, and approaches to the education service areas.
33. Acts as liaison with the Office for Civil Rights and the California Department of Education (CDE) to collect all data necessary in compliant investigations for special education students.
34. Interprets applicable laws, codes, policies, and regulations as they apply to special education, pupils, and processes.
35. Report, advise and/or update the Superintendent/designee on any special education related situation(s) that would adversely affect or become costly for the district.
36. Represents or designates, as appropriate, the District in legal proceedings related to special education including special education resolution sessions, mediations, fair hearings, and compliance investigations.
37. Accomplishes other duties as assigned by the supervisor.