



# IRVINE UNIFIED SCHOOL DISTRICT

## Director V Special Education: Alternative Dispute Resolution and Compliance

### DEFINITION:

Under general direction, provide oversight, coordination, and support services to all major aspects of federal/state compliance with special education programs, IEP planning, and special education litigation; provide oversight and staff development for alternative dispute resolution, due process hearings, and mediations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists in interpretation and implementation of District/school programs under the Individuals with Disabilities Education Act.
- Assists administrators and IEP teams in implementation of effective IEP processes, case management, and the Facilitated IEP process.
- Facilitates IEP meetings and attend IEP staffing's as appropriate.
- Develops, implements and oversees Alternative Dispute Resolution (ADR) activities and processes.
- Collaborates with other directors concerning the operations of the department including staffing, budget, program planning and curriculum.
- Provides staff development presentations regarding effective communication, conflict resolution, and other strategies for successful IEP meetings and improving school IEP team relationships between staff and parents.
- Oversees IEP data compliance including working with school sites to ensure IEPs are completed in a timely manner.
- Provides oversight to the Community Advisory Committee (CAC) for Special Education.
- Acts as resource and provide training for IEP teams on legal issues, resolutions, mediation, compliance, and student placements.
- Oversees and coordinates responses to CDE and OCR complaints regarding special education compliance.
- Oversees, coordinates, and implements the District's disproportionality plan, activities and reports.
- Coordinated all required responses to special education litigation, including resolution meetings, mediations, witness preparation and general communication with attorneys.
- Develops all required due process procedures for answering complaints and appropriate participation in resolution meetings, mediations, settlement conferences and hearings.
- Attends professional learning and conferences to ensure accurate legal interpretation of mandates and effective instruction for all disabled students; provide training for all other district administrators as appropriate.
- Provides information to the Assistant Superintendent and Executive Director regarding legal cases and prepare settlement summaries.
- Supervises special education staff as assigned.
- Performs other duties as assigned.

### QUALIFICATIONS GUIDE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or

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ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Knowledge of:

- School and District policies and procedures; state and federal special education laws and mandates; appropriate special education case law; alternative dispute methodology; curriculum content standards and classroom management techniques; meeting facilitation; budget management; research regarding the needs of special education students and service delivery and program options, as well as research based general education interventions.

### Ability to:

- Plan and implement efforts in the area of special education compliance and litigation; organize/implement dispute resolution, conflict resolution, and IEP processes; direct the provision of services for disabled students; implement systems for ensuring that legal mandates are met; effectively direct due process activities; establish and maintain effective relationships and good communication with multiple stakeholder groups; comply with the District's customer service standards as outlined in Board Policy.

### EDUCATION/EXPERIENCE:

- Master's degree from an accredited college or university in Educational Leadership, Special Education or similar field.
- Three years of successful certificated special education experience and at least three years administrative experience with an emphasis on working with special needs students.

### LICENSES AND OTHER REQUIREMENTS:

- Valid California teaching or other related Services credential.
- Valid California Class C driver's license.

### PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet.