



IRVINE UNIFIED SCHOOL DISTRICT

DIRECTOR IV: SPECIAL EDUCATION

DEFINITION:

Under the general direction of the Executive Director of Special Education, plan, implement, supervise, coordinate and evaluate the District's special education programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates and oversees mandated special education programs for children with special needs including the conducting and/or assisting in due process hearings, mediations and resolution meetings
- Coordinates state Quality Assurance Program (QAP) reviews, and other compliance reviews; maintains liaison with the community, other districts, and parent groups including the Special Education Community Advisory Committee, Regional Center of Orange County, California Children's Services, etc.
- Oversees and provides guidance for all special education placements in other SELPAs, county programs or other restrictive settings.
- Assists in the recruitment and selection and assignment of special education personnel.
- Supervises and evaluates special education staff including psychologists, program specialists, and itinerant certificated staff.
- Observes the instructional program by regular visits to special education classes and by conferring with principals, teachers and other staff and administrators.
- Provides overall direction and coordination efforts for the implementation of appropriate instructional programs in Special Education.
- Provides leadership related to special education issues impacting the district and represent the district at appropriate meetings and hearings.
- Coordinates the recruitment and selection and assignment of special education personnel.
- Coordinates efforts for the implementation of appropriate instructional programs in Special Education.
- Provides leadership to ensure understanding of and promote the educational program objectives of the district.
- Coordinates in-service programs for teaching and administrative staff.
- Works with principals and teaching staff to effect horizontal and vertical continuity and articulation of the instructional program throughout the district.
- Coordinates the development, implementation, and evaluation of curriculum and the instructional program.
- Coordinates or facilitates the collection and interpretation of results data.
- Coordinates or facilitates the use of data to inform the instructional process. Perform other duties as assigned.



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QUALIFICATION REQUIREMENTS:

KNOWLEDGE AND ABILITIES:

- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California.
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.
- Ability to collaborate with other agencies in planning and implementing effective special education programs, including staff and parent training, within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups
- Knowledge of State funding allocation methods.

EDUCATION and/or EXPERIENCE:

- Three years of successful certificated special education experience and at least three years administrative experience with an emphasis on working with special needs students.
- Experience at the leadership or management level or experience as a special education coordinator, program specialist or principal is preferred.
- A Master's degree from an accredited college or university.
- Valid California teaching or other related Services credential.
- California Administrative Services or other related Services credential.
- Possession of a valid California 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 sit and talk or hear. The employee is occasionally required to walk. 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 moderate.