



Irvine Unified School District

EXECUTIVE DIRECTOR: SPECIAL EDUCATION/SELPA

DEFINITION:

Under direction of the Assistant Superintendent of Education Services, plan, implement, supervise, coordinate, and direct all activities regarding Special Education programs and services for students; serve as SELPA Director; ensure District compliance with the mandates of the Individuals with Disabilities Education Act (IDEA); assist in policy development for procedures relating to disabled students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide general supervision and evaluation of district wide Special Education services and programs.
- Provide overall direction and coordination of efforts for the implementation of appropriate instructional programs in Special Education.
- Represent SELPA to the public, elected officials, and outside agencies; interpret policies and procedures; develop and monitor the Annual Service Plan.
- Develop the Special Education budget and prepare Board Agenda items regarding approval of expenditures for nonpublic schools and agencies.
- Collaborate and confer with principals to support the development of a Professional Learning Community and the inclusion of Special Education in Education Services.
- Supervise the development of all required due process procedures according to IDEA, and implement appropriate participation within the resolution, mediation and hearing processes.
- Supervise special grants and projects related to Special Education, including those involving mandated costs.
- Supervise and evaluate Special Education staff, including psychologists, program specialists, and itinerant certificated and classified staff.
- Work collaboratively with Human Resources and site principals on recruitment and selection of certificated and classified staff.
- Supervise organization of all Special Education and Extended Year classes and recommend annual modifications based upon enrollment and students' unique needs.
- Work with other SELPA school districts in developing programs to avoid costly duplication of services.
- Oversee and provide guidance for all Special Education placements in other SELPAs, county programs, or other settings.
- Oversee the collection and maintenance of Special Education data and certify accuracy for the California Special Education Management Information System (CASEMIS).
- Attend workshops and conferences to ensure accurate interpretation of legal mandates and appropriate instruction for all disabled students; provide training for other district administrators as appropriate.
- Develop and submit all required federal, state, and county reports, including responses to other governmental agencies.
- Perform other duties as assigned.

KNOWLEDGE OF:

- California Education Codes, IDEA federal regulations and local requirements regarding disabled students, legal interpretations of mandates for school districts; conflict resolution and mediation strategies in due process activity; effective instructional practices and behavior management techniques; research regarding the needs of disabled students and service delivery options.

ABILITY TO:

- Establish and maintain cooperative and effective working relationships with others in the course of assigned duties.
- Communicate effectively both orally and in writing with the community and all school district personnel.
- Establish and maintain cooperative and harmonious working relationships among multiple stakeholders.

- Direct the provision of services for disabled students in a large school district; effectively direct due process activity to the benefit of the district.
- Collaborate with site principals to ensure appropriate educational modifications for disabled students.

TRAINING AND EXPERIENCE:

- Background which demonstrates at least three years of extensive and progressively responsible school and central office administrative experience with extensive responsibility within Special Education; at least three years of successful teaching experience, with the majority of time in Special Education; advanced knowledge of legal requirements in the provision of services for disabled students, and in the area of due process activity - mediations, hearings, and settlements.

QUALIFICATION REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Master's degree (M. A.) or equivalent; Administrative Services credential.

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.

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This page was last modified 01/29/2007