

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Executive Director of Special Education

CLASSIFICATION: Livermore Management Association

REPORTS TO: Assistant Superintendent or Deputy Superintendent

BASIC FUNCTION:

The Executive Director of Special Education, under the direction of the Assistant Superintendent or Deputy Superintendent, will be responsible for the administration, supervision, and evaluation of Special Education and special services programs. The Executive Director will manage pupil placement and services for the exceptional pupils, ages 3-22 years, and be responsible for program development, implementation, personnel hiring, and budget development.

The Executive Director will assist site principals in supervising all Special Education programs and staff; assist the Assistant Superintendent or Deputy Superintendent in the development and implementation of service delivery plans for Special Education, as well as other related special services in compliance with District, state, and federal requirements. This position may involve the oversight of other management positions. The Executive Director is required to exercise a high degree of judgment, discretion, and initiative, and must have a wide knowledge of the policies, procedures, and operations of the Department.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Oversee all Special Education programs.
- Direct and supervise psychological services and speech therapy services, related service providers, and office staff.
- Monitor Special Education budget with Fiscal Services.
- Coordinate Vocational Education and services as it relates to the Special Education program.
- Oversee site staffing and placement of special education certificated and classified staff.
- Monitor and supervise California Department of Education related compliance issues and/or reviews.
- Provide leadership in the development of special education curriculum and instructional strategies, and the interpretation of programs.
- Interpret federal and state laws for District staff relative to identification and placement of disabled pupils, and coordinate development of appropriate local practices and procedures.
- Represent the District at Special Education Local Plan Area (SELPA) meetings, and in matters related to due process hearings and noncompliance issues.
- Provide leadership in the development of in-service programs for administrators, teachers, support personnel, and Parent Advisory group.

- Plan for the continuous improvement of special education programs through research and evaluative studies.
- Oversee and provide guidance for all nonpublic school (NPS) and residential placements, including the monitoring of NPS and residential applications, renewals, and site reviews.
- Observe and monitor the quality of the instructional program through regular visits to special education classes, and by conferring with principals, teachers, and other staff and administrators.
- Coordinate the District's Medical Administrative Activities (MAA) program and the Medi-Cal specific program, as related to special education.
- Assist Principals, Vice Principals, and special education teachers with student learning and behavior issues.
- Monitor laws and regulations pertaining to special education, and develop written policies and procedures to follow legal requirements.
- Coordinate and conduct regular meetings and trainings for special education staff.
- Train and evaluate the performance of assigned classified and certificated staff; coordinate recruitment and hiring recommendations; recommend transfers, reassignments, terminations, and disciplinary actions.
- Coordinate special education transportation.
- Oversee and monitor settlement agreements.
- Act as a community liaison with individuals and groups associated with special needs services.
- Attend Board meetings on a regular basis.
- Perform other job-related duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Must be able to assemble and analyze data, and make appropriate recommendations; communicate effectively verbally and in writing. Establish and maintain cooperative and effective working relationships with those contacted in the course of assigned duties.

KNOWLEDGE is required to interpret and apply rules and regulations under federal, state, and local statutes, Education Code, and Board Policy. Must know applicable laws, codes, regulations, policies and procedures. Knowledge of state funding allocation methods, budget preparation and control, principles and practices of management. Must know about our District's organization, operations, policies, and regulations; current research and theory in special education

ABILITY to: Collaborate with other agencies in planning and implementing effective special education programs, including staff and parent training, with established budget constraints. Analyze complex situations and prepare response alternatives for consideration by decision-making groups. Plan, organize, control, and direct the functions of special education. Coordinate and work with professional staff, parents, and community groups. Assess effectiveness of program. Develop, interpret and monitor division

and program budgets and evaluate and compare costs associated with the delivery of services. Establish and maintain effective working relationships with students, staff, and the community. Perform duties with awareness of all District requirements and Board of Trustee policies. Solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist. Coordinate the completion of a number of tasks simultaneously in order to meet internal and external deadlines. Meet schedules and timelines. Work independently with little directions. Prepare comprehensive narrative and statistical reports. Supervise and evaluate the performance of assigned staff. Operate and use District business systems and equipment.

MINIMUM QUALIFICATIONS:

EDUCATION: Master’s degree or advanced degree of at least equivalent standards from a recognized college or university. California Administrative Credential, Pupil Services Credential, and/or Special Education related and/or general education related credential.

JOB EXPERIENCE: At least five years of successful full time service in a certificated Special Education position. Three or more years in a Special Education management position is preferred.

EQUIVALENCY: A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

REQUIRED TESTING: Pre-employment Proficiency Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal, and local laws, and Board Policy. Valid California Driver’s license is required.

TERMS OF EMPLOYMENT:

- 12 month position – 220 work days
- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with current contract language between Livermore Management Association and Livermore Valley Joint Unified School District

SALARY RANGE: Leadership Management Association Salary Schedule

FLSA STATUS: Exempt

WORK ENVIRONMENT: The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job performed in a generally clean and healthy environment.

PHYSICAL DEMANDS:

	Never	Rarely	Occasional	Frequently	Continuous
Standing			X		
Walking			X		
Sitting				X	
Lifting			X		
Bending			X		

Twisting			X		
With both hands:					
Manipulate small objects				X	
Holding, grasping, turning				X	
Eye/hand coordination					X
Picking, pinching, fingering					X
Hearing with both ears:					
Near					X
Distance to 20 feet					X
Vision:					
Clarity at 20 inches or less					X
Clarity at 20 feet or more					X
See up, down, left and right					X
Speech and Language:					
Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X
Speak and be understood on the telephone				X	
Short-term memory recall					X
Long-term memory recall					X
Reading				X	
Writing				X	

Completion by Human Resources

Board Approval Date – July 30, 2024
<input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs
<input checked="" type="checkbox"/> Revised Job Description
<input type="checkbox"/> Revised Salary Placement
Change Effective date: July 30, 2024