

Amador County Unified School District
Director, Special Education/SELPA

REPORTS TO:

The Director reports directly to the ACUSD Superintendent of Schools. The Superintendent is responsible for working with the Director to establish evaluation standards and growth objectives for the Director to assist him/her in effectively leading, managing and supervising the Special Education Program of the District to ensure equitable access to core instruction within the least restrictive learning environment for all students with disabilities.

BASIC FUNCTION / JOB DESCRIPTION:

The Director shall plan, organize, develop, implement, monitor, evaluate and improve Special Education services for District students to support the academic success and social-emotional wellness of students with disabilities and students who are at risk through specific intervention models and multi-tiered systems of support (MTSS); collaborate with District staff and the Amador County Office of Education (ACOE) to lead, plan, organize and administer the Special Education Local Plan Area (SELPA) function in accordance with applicable laws and regulations; and supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Leadership and Management

1. Provides overall management and direction in the planning and delivery of Special Education services and programs.
2. Collaborates with the Assistant Superintendent of Educational Services to ensure all students receive an equitable, rigorous, standards-aligned instructional program through General Education and Special Education teacher collaboration, professional development, and access to research-based core and supplemental materials.
3. Collaborates with the Assistant Superintendent of Human Resources and Labor Relations to support collective bargaining processes on behalf of students with disabilities.
4. Collaborates with the Assistant Superintendent of Business Services to develop and maintain fiscally disciplined supervision of the Special Education budget and expenditures on behalf of students with disabilities.
5. Completes and manages related grant applications, forms for funding and reimbursements, state and federal surveys, student information systems, and required data compilation reports.
6. Reviews program and staffing plans to assure compliance with local, state and federal rules, regulations and objectives.
7. Develops, implements, updates and evaluates the policies and procedures related to Special Education services.
8. Serves as the Amador County SELPA Director and cCollaborates with ACOE, as needed, to administer and implement the Special Education Local Plan.
9. Develops and monitors regional interagency agreements.
10. Negotiates and implements contracts with non-public schools, agencies, attorneys, and others, when appropriate, to meet students' individual needs.
11. Plans for the continuous evaluation and improvement of the curriculum and instructional program and services provided by Special Education staff to District students.
12. Supervises the Special Education Self Review (SESR), Federal Program Monitoring (FPM), and Performance Indicator Review (PIR) processes related to Special Education.
13. Plans and supervises Community Advisory Committee (CAC) activities with parent groups, and provides recommendations for membership.
14. Represents and/or advises the District in mediation/due process hearings, complaints and Section 504 investigations.
15. Assumes statewide liaison role with the California Department of Education and related professional organizations.
16. Develops the ~~ACUSD~~ Amador County SELPA Local Plan and Annual Service Plan for approval by the Amador County SELPA Board and the ACOE and ACUSD Boards of Trustees.

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Personnel Administration and Management

1. Works with the Human Resources Office to organize the screening and selection process for certificated and classified personnel who serve District students with disabilities.
2. Supervises and delegates responsibilities for the evaluation of employees, per contract.
3. Directly supervises and evaluates assigned personnel.
4. Serves as a member of the ACUSD Superintendent's Cabinet.

Public Relations and Communications

1. Compiles and disseminates information on all programs to parents, and public and private agencies as needed.
2. Prepares and provides regular reports to the Amador County SELPA Board and the ACUSD Board of Trustees regarding Special Education programs and requirements.
3. Is highly visible and participatory throughout the educational community in Amador County.
4. Effectively communicates with all staff members and District administrators regarding the roles and responsibilities of Special Education.
5. Assumes ongoing liaison responsibilities between California Children's Services, Amador County Behavioral Health, Amador County Social Services, Amador County Public Health Department, Amador County Probation, Department of Rehabilitation, Valley Mountain Regional Center, Head Start, and other appropriate agencies.

GENERAL QUALIFICATIONS:

Knowledge and demonstration of:

1. Planning, organization and direction of Special Education programs.
2. Applicable laws, codes, regulations, policies and procedures related to Special Education, General Education and other assigned areas.
3. Policies, goals and objectives of the Special Education program.
4. Policies and objectives of SELPA programs and activities.
5. State, local and regional resources.
6. Intervention, MTSS, and inclusive models.
7. Principles and practices of administration, supervision and training.
8. Interpersonal and written/verbal communication skills using tact, patience, respect and courtesy.
9. Operation of a computer and assigned computer.
10. Interagency requirements and regulations.
11. Screening and interviewing processes and procedures.

Ability to:

1. Plan, organize and administer a Special Education/SELPA program in accordance with applicable laws and regulations.
2. Supervise the performance of assigned personnel.
3. Collaborate and communicate effectively with a wide variety of professional staff members and community members.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Meet schedules and timelines.
6. Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to a Master's degree, a minimum of five years' experience teaching in a Special Education environment, and a minimum of five years' experience serving in a K-12 school administrative leadership capacity at the school and/or district office level with progressively increasing responsibilities.

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LICENSES AND OTHER REQUIREMENTS:

K-12 Special Education Teaching Credential, mild to moderate and/or moderate to severe; K-12 Professional Administrative Services Credential

WORKING CONDITIONS:

Environment: Office environment, and travel to schools and other related locations within the county and outside of the county.

WORK DAYS AND PAY RANGE:

The work year of the Director shall be 212 days. Salary: Level V of the Certificated Administrative Salary Schedule.

Effective July 1, 2020.