

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**ASSISTANT SUPERINTENDENT, SELPA,
SPECIAL EDUCATION SERVICES**

DEFINITION

Under the direction of the Associate Superintendent, Student Support Services, the Assistant Superintendent, SELPA, Special Education Services supports the educational programs of the District by serving as an executive member of the Superintendent's cabinet and by providing leadership and assuming management responsibility with the development, selection, implementation, evaluation and continual refinement of the District's Special Education program, curricula, and assessment system in order to accelerate and enhance student achievement for all students.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Provide direction and leadership to school administration with the planning and implementation of services to Special Education students while ensuring compliance with federal mandates of the Individuals with Disabilities Education Act (IDEA)
2. Assist the educational community in understanding District, state, and federal goals and objectives, and the strategies utilized for achieving them. Expand public awareness and outreach to broaden support of public schools and special education.
3. Serve as the SELPA Director representing SELPA to elected officials and outside agencies; develop and monitor the Annual Service Plan.
4. Develop, implement and supervise procedures for Due Process, Mediation and Hearing processes.
5. Lead and monitor implementation of curriculum alignment with District, state, and federal goals and objectives, performance-based assessments, use of instructional technology, and articulation.
6. Establish a results-based culture through continuous collection, examination, and use of data to develop long and short-range plans to improve instructional process providing assistance to school sites with on-going monitoring and analysis.
7. Conduct staff meetings and related training to promote alignment and continuity of curriculum to identify and encourage leadership potential.
8. Direct, supervise, observe, assess, and evaluate personnel performance ensuring all levels of staff adheres to District, state, and federal educational and professional standards.
9. Plan, develop, and implement effective administrative support systems and delegate appropriate areas of responsibility to subordinates.
10. Assist with the development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employee agreements.
11. Serve as a member of a variety of community organizations, school and District committees to ensure the interests of the District are properly served.
12. Participate in Special Education budget planning activities, and develop expenditure review and control procedures to ensure an appropriate and cost beneficial/effective operations. May be responsible for managing, monitoring, and evaluating specially funded programs to ensure compliance with funding agency standards and guidelines.
13. Supervise Special Education and Extended Year classes and recommend annual modifications based upon enrollment and students' unique needs.
14. Collaborate with a variety of District staff responsible for special education programs ensuring a comprehensive educational experience for special education students.

EXAMPLES OF DUTIES (Continued)

15. Oversee the discipline/suspension/expulsion and inter-/intra District transfer process for disabled students
16. Provide support to the Superintendent and/or Associate Superintendent with one-time, long-term or on-going special projects as needed.
17. Prepare and maintain a variety of reports, records, and files related to assigned activities and personnel.
18. Participate in personnel management systems, including the recruitment, selection, retention, and separation of personnel.
19. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code, IDEA federal regulations and other applicable laws and collective bargaining agreements; the State and Federal Framework in all subjects taught and District curriculum standards as appropriate; principles, theories, practices, methods and techniques used in curriculum development, classroom instruction and behavior strategies; current trends and research concerning the growth and development of school-age students with disabilities; practices and procedures of efficient organization and supervision; child guidance principles and practices; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; instructional technology; research regarding the needs of disabled students and service delivery options; student and program assessment systems; budget development and management.

Ability to: Lead plan and implement efforts in the area of special education; demonstrate effective, organizational, and administrative leadership; assist schools in the implementation of the District Strategic Plan; collaborate with site principals to ensure appropriate educational modifications for disabled students; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with pupils, parents, community members, colleagues and staff; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field.

Experience: Eight years of progressively responsible management experience in public education including five years of successful teaching experience.

Credential: Valid California Teaching Credential; Valid California Administrative Services Credential