

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**EXECUTIVE DIRECTOR,  
INFANT – ELEMENTARY SPECIAL EDUCATION PROGRAMS**

**DEFINITION** Under the direction of the Associate Superintendent, Student Support Services, the Executive Director, Infant-Elementary Special Education Programs supports the educational programs of the District by leading, directing, and managing the implementation of special education services for elementary schools including non-public schools, residential treatment centers and charter schools.

**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. Incorporate local, state and federal special education mandates for assessment and progress monitoring requirements and current policy related to Common Core State Standards (CCSS).
2. Oversee the alignment and integration of regular and special education services.
3. Develop, implement and refine criteria for special education and related services.
4. Coordinate and assist in implementing parent education nights, parent conferences, advisory committees, and task forces as assigned.
5. Oversee the District special education intervention programs and collaborate with Student Services to incorporate a systematic Multi-Tiered Systems of Support (MTSS) districtwide.
6. Serve as a professional resource for Individualized Educational Plan (IEP) teams on legal issues, mediation compliance, and student placements.
7. Provide leadership and direction in District-wide staff development for related topics.
8. Oversee low-incidence programs and coordinate student placements in Orange County Department of Education (OCDE) Regionalized Programs.
9. Review and provide notice to inter-district and open enrollment transfer requests for students with disabilities.
10. Prepare transitional materials and collaborate with staff on transition issues for students transitioning in and from elementary settings.
11. Advise the School Attendance Review Board (SARB) and the District Admissions and Discharge Committee on special education issues.
12. Prepare responses to inquiries regarding special education students to a variety of people and organizations such as the Superintendent, Associate Superintendent and the Office for Civil Rights.
13. Participate in budget planning activities and develop expenditure review and control procedures to ensure an appropriate and cost beneficial/effective operations. Control and authorize expenditures in accordance with established limitations.
14. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
15. Evaluate, supervise and counsel members of certificated and classified staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
16. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.

**EXAMPLES OF DUTIES (Continued)**

17. Evaluate, supervise and counsel members of certificated and classified staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards.
18. 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 and other applicable laws and collective bargaining agreements; content standards; student and program assessment; instructional practices and behavior management techniques; budget management; practices and procedures of efficient organization and supervision; 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.

**Ability to:** Direct, plan and lead the activities and functions related to services provided by elementary special education services; effective organizational and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; 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; monitor and/or develop programs or mechanisms to improve organizational efficiency; 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:** Six years of successful teaching experience in special education program settings including four years of successful experience in a management or supervisory position.

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