

## **DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE:      Executive Director, Student Services**

### **BASIC FUNCTION:**

Under the direction of the Superintendent, the Executive Director of Student Services is responsible for the coordination and implementation of the special education program, coordination of psychological support and guidance services, and supports all student related activities involving enrollment, absences, discipline, health, wellness, promotion and retention.

### **RESPONSIBILITIES:**

- Develop, implement and evaluate annual goals and objectives for the special education, psychological services, health services and student services programs.
- Assume responsibility for developing, monitoring and managing all special education activities as prescribed in the district's strategic plan.
- Keep abreast of curriculum innovations, learning theory and current organizational practice for the purpose of modifying, updating and improving programs and services.
- Provide special education assistance to the site administrators by providing guidance and resources that will aid in the integration of special education students into general education.
- Supervise the performance of school psychologists, district nurses and other special education staff as appropriate.
- Provide leadership to principals and staff members in identifying student needs in determining IEP objectives, implementation and assessment.
- Assume responsibility for special education legal issues, including compliance, complaints and due process procedures.
- Prepare all special education reports for the Board as well as any other necessary reports. Apprise Cabinet of changes in mandated special education regulations.
- Coordinate the placement and transfer of special education students from the elementary level to the middle school level.
- Coordinate the placement and transfer of students from one type of special education program to another, e.g. resource specialist program to special day class program.
- Attend IEP meetings as needed where a special day class, severely handicapped or regional placement is being considered.
- Assume responsibility for design and implementation of the special education extended school year program.
- Develop and monitor the annual budget for student services, special education and related programs.
- Monitor district compliance in special education areas by completing proper forms and following appropriate procedures and timelines.

- Arrange for home teachers for special education students and general education students, as needed.
- Arrange for student special education transportation, as needed.
- Serve as the district representative on Cabinet of the North Coastal Consortium for Special Education (NCCSE).
- Develop a parent education program.
- Supervise the district Preschool Special Education Program.
- Develop student guidance programs.
- Implement crisis management counseling program as appropriate.
- Coordinate, develop and monitor 504 policy and procedures.
- Serve as the chairperson for the district Wellness Committee.
- Monitor district responsibility for special education services to private school students within the district boundaries.
- Support professional learning communities across the district.
- Attend Board meetings and prepare Board agenda items.
- Function as member of the District Leadership Team and Superintendent's Cabinet.
- Performs other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

- Federal and state laws pertaining to special education.
- District policies.
- Staff development theory and practice.
- Operation of special education program.
- Effective instructional practices involving special education students.
- Budget management systems, including special education funds.
- Personnel management and training.
- Due process hearing and complaint process.

### **ABILITY TO:**

- Accept direction and follow written and oral instructions.
- Use interpersonal skills with tact, patience and courtesy.
- Direct, manage and evaluate personnel.
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Accept direction and follow instructions.
- Share and delegate responsibilities.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with the public and fellow employees.
- Respect and maintain professional confidences.

**QUALIFICATIONS:**

- Valid California Teaching or PPS Credential and Administrative Credentials.
- Master's Degree Preferred

**EXPERIENCE:**

Five years experience at the elementary school level with evidence of increasing responsibilities in special education and administration.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office Environment.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting for extended period of time.
- Reaching overhead, above the shoulders and horizontally to retrieve and store files.
- Hearing and speaking to exchange information in person or on the telephone and to make presentations.
- Seeing to read a variety of materials.

**TERMS OF EMPLOYMENT:**

Twelve month, 220 day work year; Valid Driver's License, Criminal Justice Department Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Certificated Management Salary Schedule.