

BERKELEY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION – EXECUTIVE DIRECTOR OF SPECIAL EDUCATION

Primary Function: The Executive Director of Special Education will evaluate the needs of special education students within the district and support the instructional programs in meeting the students' education goals. To provide coordination and management of all special education programs and services in the school district. To recommend the development and/or expansion of services and programs as needed, to provide assistance and support to teachers and to assist special education students and parents in such a manner as to assure that students have a full and appropriate educational opportunity. Create district special education program goals and objectives, recommending policies, planning, implementing and working with staff; serving as a resource of information to ensure that procedures are appropriate in relation to policies required by state and federal regulatory requirements.

Supervisor: Associate Superintendent, Ed Services

Minimum Qualifications:

Education:

Master's Degree required, doctorate preferred.

License, Certificates, Credentials, and Other Requirements:

Valid California Administrative Credential and A Valid California Special Education Credential required, with experience as a teacher and administrator working with students with disabilities (ages 2 to 21 years inclusive) to include a minimum of 5 years direct development of IEPs and implantation through service delivery and 5 years administrative/supervisory experience involving exceptional learner processes and instructional programming. Possession of EL Authorization

Special Requirements:

Possession of a valid California driver's license

KNOWLEDGE, SKILLS AND ABILITIES

A visionary and innovative leader with the ability and passion to effectively interact with parent and staff stakeholders. As the leader of special education, continue to define the vision for special education and the operational procedures that will provide guidelines and processes to apply best educational practice. A person who will implement a vision and procedures in the context of state and federal educational requirements such as the Common Core State

Standards, FAPE, full inclusion, and Least Restrictive Environment mandates.

A collaborator who brings people together building positive relationships and clear direction with the administration, staff and community. A person who is a good listener, open and accessible to all, visible in the schools, engaging diverse communities and those with differing opinions. A leader who can communicate effectively, articulating both the sense of care for special education students and the appropriate program protocols that determine how and what services are provided. This leader must have a welcoming presence to parents and community.

An ethical leader who models high expectations for self, staff, and students and possesses the personal characteristics of honesty, dependability, humor, loyalty, and has a strong work ethic.

An experienced public school special educator who possesses proficiency and knowledge when supervising curriculum, instruction, assessment, technology, and professional development. A person who has the skills to maintain or enhance existing successful programs while discerning innovative programs for implementation. A leader who can recognize, utilize and retain talented professional staff. An educator who understands RTI and the relationship of general education to special education.

A manager who has demonstrated fiscal and operational expertise ensuring consistent application of administrative policy and the ability to implement long-range plans that benefit students. A hands-on leader who can monitor such issues as the effective use of instructional assistants and the compliance issues associated with IEPs and other service providing practices. A proactive leader who can solve litigation issues, due process hearings and parent complaints with fairness and cost consciousness. A team builder who recruits effectively recognizing the District's diversity, delegates responsibilities, builds leadership from within, and provides professional development and guidance to all staff.

Salary: \$146,300 - \$177,829

Work Year: 220 days

Essential Duties: (These are intended only as illustrations of the diverse types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Establish and communicate a division-wide philosophy of least restrictive environment for serving special needs students.
- Guide the development and implementation of long-range and short-range plans

for achieving special education goals and objectives in alignment with the school division's strategic plan.

- Direct special education services for all students with disabilities and ensure that students have access to the school division's core curriculum.
- Monitor the development and implementation of all aspects of the special education program process.
- Ensure BUSD is compliant with all state and federal statutes regarding special education.
- Collaborate with the Manager of Student Services to coordinate services provided through the Office of Student Services.
- Oversee the Extended School Year (ESY) program.
- Assume responsibility for the coordination of all schools' referral activities and preschool screenings.
- Collaborate with school-based administrators and central office administrators regarding the discipline of students with disabilities.
- Interview and make recommendations for hiring of special education staff members for BUSD Special Ed Programs; supervise and evaluate all daily activities of staff members relative to assigned tasks; reassign operational responsibilities of staff members as necessary to provide opportunities for cross-training and growth.
- Facilitate and/or participate in all matters of dispute resolution with the California Department of Education and the Office of Civil Rights pertaining to students with disabilities; manage mediation and due process procedures.
- Provide accurate and timely data to the California Department of Education's State Performance Plan for evaluating outcomes for students with disabilities.
- Develop, monitor, supervise and manage all aspects of the annual budgets for special education and audiology services; coordinate budget requests with individual schools relative to instructional programs.
- Coordinate the implementation of federal and state grant applications and manage appropriate IDEA grants.
- Oversee and direct the allocation of special education staff to schools in accordance with state and local standards and student needs.
- Review federal and state legislation/regulations related to special education; identify and share the impact of changes on the school division.
- Monitor compliance with School Board Policies and Regulations and work with the District Counsel to develop required policy changes.
- Maintain open lines of communication regarding special education with all interested parties; respond to concerns of parents, teachers, building and central

office administrators, and community members.

- Maintain accurate database and files of former and current students served in special education.
- Ensure CASEMIS data is accurate, timely and compliant with state and federal statutes.
- Maintain a permanent inventory of equipment available to students with disabilities, and all equipment and materials purchased by the school division for special education.
- Prepare reports and information for the school board including the Special Education Annual Plan and the application for federal funds.
- Conduct ongoing needs assessments, collect and analyze data, use pertinent data to refine and improve department standard operational functions and services; evaluate special education program initiatives.
- Facilitate research regarding trends and best practices to support appropriate recommendations for student success through rigorous, innovative, and technological programming.
- Advise on the design, furnishing and equipment for special education classrooms and facilities.
- Plan, implement and facilitate professional development/in-services for school staff both certificated and classified employees assigned the responsibility of delivering and overseeing the special education services/process of their buildings.
- Serve as the school division's liaison in all matters concerning special education.
- Maintain communication network with other special education directors within the state.
- Work collaboratively with the Special Education Advisory Committee (SEAC) to refine and enhance programs and services for students with disabilities.
- Assist Department of Human Resources with screening special education applicants as needed.
- Perform related work as required.

Non-Discrimination Policy The Berkeley Unified School District is committed to fostering a positive learning and working environment for its students and employees. Accordingly, BUSD programs, activities and practices shall be free from discrimination based on actual or perceived race, color, national origin, sex, disability, age, religious creed, gender, sexual orientation, gender identity, gender expression, marital, or prenatal status, ancestry, national origin, ethnic group identification, disability, medical condition, homelessness or foster status, in its programs and activities. BUSD provides equal access to the Boy Scouts and other designated youth

groups. The following employee has been designated to handle questions and complaints of alleged discrimination regarding Board Policy 5145.3.

Mardi Walters
Compliance Officer and Title IX Coordinator
2020 Bonar Street, Room 116-117
Berkeley, CA 94702 Phone: 510-486-9338
Email: nondiscrimination@berkeley.net

Inquiries may also be referred to:
The Office of Civil Rights
U.S. Department of Education
50 United Nations Plaza San Francisco, CA 94102,
Mail Room 1200, Room 1545
Telephone: 415-486-5555 TDD: 800-877-8339
Email: ocr.sanfrancisco@ed.gov