

FRESNO UNIFIED SCHOOL DISTRICT  
Position Description

<b>TITLE:</b>	Executive Director, Special Education	<b>REPORTS TO:</b>	Assistant Superintendent Special Education Services
<b>DEPARTMENT:</b>	Special Education Services	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	12 Months
<b>BOARD APPROVAL:</b>	April 10, 2019	<b>SALARY:</b>	E-29/Management Salary Schedule

**BASIC FUNCTIONS:**

Accountable for improving student achievement for Special Education Students through the effective management of the assigned area; plan, organize, control, and direct the special education programs of the district to provide timely delivery of high quality services to students of special needs, staff, sites and departments; plan, organize, direct and oversee the overall functioning and management of assigned department(s) of the District which may include budgeting, planning, staffing resource allocation and customer services and support; collaborate with the Administrator for Curriculum and Professional Development and Assistant Superintendents of Instruction to co-develop and coordinate the training of principals and teachers on how to modify curriculum and develop the most effective learning environment for each student based on unique learning needs; supervise, provide clear work direction and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Accountable for improving student achievement for Special Education Students. *E*

Plan, organize, control, and direct the special education programs of the district to provide timely delivery of high quality services to students of special needs, staff, sites and departments. *E*

Assist in establishing and implementing organizational policies and procedures for department operations to provide timely delivery of high quality services; monitor effectiveness of policies and procedures and make revisions or recommendations for improvement as appropriate. *E*

Work collaboratively with the Administrator for Curriculum and Professional Development and Assistant Superintendents of Instruction to co-develop and coordinate the training of principals and teachers on how to modify curriculum and develop the most effective learning environment for each student based on unique learning needs. *E*

Work with the Assistant Superintendent of Special Education Services to establish and maintain a strong relationship with the Community Advisory Committee (CAC); collaborate with appropriate departments in locating and maintaining housing for special education programs and providing transportation to meet the needs of special need students and families. *E*

Represent the district in special education legal proceedings; investigate complaints, and report findings and recommendations as appropriate. *E*

Coordinate all audits related to departmental or program operation and services; explain procedures to auditors and serve as reference for questions.

Provide for summer school programs for special education students; hire staff, arrange locations, and transportation services, and perform related activities to set up the program. *E*

Perform student services activities involving special education students in areas of attendance, transfers, suspension and expulsion procedures, and other related areas. *E*

Provide technical administrative support to departmental management, committees, or other personnel as assigned; formulate and develop effective policies and procedures to accomplished stated goals. *E*

Develop, plan and implement strategic long and short-term plans and activities; perform program analysis, compile information and make decisions regarding the needs, objectives and programs of assigned area(s). *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; prepare a variety of correspondences and other documents. *E*

Communicate and collaborate with other administrators, District personnel and contractors to coordinate activities, resolve issues or concerns and exchange information. *E*

Train certificated and classified staff in the use of Medi-Cal billing forms; monitor and coordinate billing procedures and practices to comply with LEA guidelines for audit purposes. *E*

Direct teachers, program specialists, outside agencies, and others as identified or required regarding the procedures and guidelines of the SELPA plan. *E*

Research and disseminate information regarding new and existing legislation pertaining to special education laws, regulations and funding. *E*

Make presentations to the Board regarding plans, projects, needs and other information to ensure appropriate communication. *E*

Edit and maintain the Local Plan for Fresno Unified School District Special Education Local Plan Area (SELPA). *E*

Coordinate operating procedures and technical aspects of interagency agreements with various federal, state and local agencies providing contracted services for special education students. *E*

Supervise, provide clear work direction and evaluate the performance of assigned personnel; provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees; recommend performance improvement plan, transfer, reassignment, termination, and disciplinary actions; plan, coordinate, and arrange for appropriate training of subordinates; initiate requisitions for positions funded by special education. *E*

Develop and prepare the annual budget for the department; analyze and review budgetary and financial data to ensure data accuracy to ensure the financial viability of the District; explain needs and provide justification for items; monitor and authorize expenditures and budget variances in accordance with established guidelines to ensure the financial stability of the District. *E*

Perform related duties as assigned.

**TRAINING, EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor’s degree in education, special education or related field, and five years increasingly responsible supervisory experience in a special education function.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Credential and valid California driver’s license.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Planning, organization and direction of the special education programs and activities.  
Budget preparation and control.  
Oral and written communications skills.  
Principles and practices of management.  
Current applicable law, codes, regulations, policies, and procedures.  
Legal proceedings and due process.  
Interpersonal skills using tact, patience and courtesy.  
Labor Relations law and employee contracts.  
Accurate record-keeping techniques.  
Operation of a computer to enter data, maintain records and generate reports.  
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize and administer the special education programs and activities of the district.  
Represent the district at legal proceedings.  
Work collaboratively and build positive relationships with a diverse group of stakeholders.  
Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.  
Communicate, understand and follow both oral and written directions.  
Interpret, comprehend, apply and explain rules, regulations, policies and procedures related to assigned area(s).  
Analyze situations accurately and adopt an effective course of action.  
Plan, prioritize and organize work to meet schedules and time lines.  
Work independently with little direction.  
Prepare comprehensive narrative and statistical reports, and maintain related logs.  
Supervise and evaluate the performance of assigned staff.  
Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.  
Demonstrate loyalty and high ethical standards.  
Focus and appropriately allocate resources toward identified goals.  
Manage change and design an effective system of reporting progress and monitoring results.  
Negotiate skillfully in difficult situations and create solutions to promote compromise.  
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; constant interruptions; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials; dexterity to operate a computer and other office equipment; seeing to read a variety of materials and observe students.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*