

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

DIRECTOR I, SPECIAL EDUCATION SERVICES

DEFINITION

Under the direction of an assigned supervisor, the Director I, Special Education Services supports special education programs in the District by coordinating all aspects of the identification of, and services for, students with intensive behavior, social emotional and/or academic needs. To ensure the alignment with the Vision of a CUSD Graduate, this leadership role oversees the development, implementation, and compliance of high-quality special education services that support students with social-emotional, behavioral, and mental health needs.

EXAMPLES OF DUTIES

- Coordinate services to support students attending non-public schools (NPS) and residential treatment centers (RTC).
- Supervise and evaluate assigned mental health services personnel, including case-carriers for students attending a NPS or RTC, Intervention Specialists and Intervention Specialist Lead.
- Participate in NPS and RTC site visitations to ensure alignment of services with student needs.
- Identify needs and develop plans to ensure that students with Individualized Education Programs (IEPs) who have mental health needs are provided appropriate services and support.
- Implement the District's mental health guidelines, ensuring compliance with federal and state regulations relevant to the identification and delivery of IEP mental health related services.
- Assist in the planning, organizing and implementation of regulations and procedures pertaining to special education related services involving mental health.
- Coordinate information regarding identified students' mental health needs.
- Supervise and evaluate the Family Resource Center (FRC) Liaison and provide guidance on the systems and planning for the FRC.
- Coordinate the referral and assignment of staff appropriate to special education students' mental health needs.
- Coordinate the referral of students identified as having intensive mental health needs to appropriate services.
- Plan, coordinate, and facilitate regular job-alike meetings for District staff.
- Plan, coordinate, and facilitate professional learning regarding the identification of students with mental health needs.
- Plan and deliver professional learning for psychological services, mental health staff, and appropriate support staff.
- Provide consultation to District Related Services mental health staff relative to appropriate response to student needs.
- Remain current with developments in evidence-based responses to student needs related to mental health.
- Prepare annual reports related to special education mental health related services.
- Remain current with developments in law, legal opinions, and administrative matters related to the position.
- Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
- Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.

EXAMPLES OF DUTIES, CONTINUED

- Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Federal, state and local policies and regulations pertaining to IEP related services
- Evidence and school-based mental health interventions and programs
- Curriculum supporting mental health interventions
- Human and community relations, conflict resolution strategies and team building principles and techniques
- Result and performance evaluation techniques pertaining to program and personnel performance effectiveness
- District policies and procedures, goals and objectives, organization structure and functions
- Education Code, Board Policies, Administrative Regulations and District operational policies and procedures

Ability to:

- Plan, organize, and oversee a range of mental health services for special education students
- Work collaboratively in multi-disciplinary teams
- Effectively communicate therapeutic and IEP goals to parents, teachers, and other program staff
- Demonstrate effective instructional, organizational, and administrative leadership
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies
- Demonstrate organizational, time management, analytical and problem-solving skills
- Effectively communicate both orally and in writing with diverse stakeholders, including families and District leadership
- 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: Five years of teaching or service credential experience, preferably in special education program settings, including two years of successful experience in a management or supervisory position. Site level administrative or leadership experience preferred.

License/Credential: Valid California Teaching or PPS Credential and Valid California Administrative Services Credential required. Licensure as LMFT, LCSW, or Psychologist preferred.

Other: Possession of a valid California Driver's License