

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

DIRECTOR I, SPECIAL EDUCATION OPERATIONS AND MEDI-CAL SERVICES

DEFINITION

Under the direction of an assigned supervisor, the Director of Special Education Operations and Medi-Cal Services supports the special education programs of the District through the planning, coordination, and oversight of operational, staffing, training, Medi-Cal, and program support functions. The position provides leadership in the areas of special education staffing, professional development, Medi-Cal services, Home/Hospital Instruction, and supervision and evaluation of certificated and classified staff in support of District programs and services.

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. Work with the Human Resource Department and Special Education Department in the recruitment and selection process for hiring special education certificated and classified employees, including but not limited to reviewing job postings and evaluating application materials.
2. Oversee and provide support to school sites in developing the ER process for initial hiring, replacement, and movement of special education certificated and classified staff at their sites.
3. Develop, monitor, and maintain tracking information related to caseloads and staffing for special education teachers and paraprofessionals assigned to each special education program at each site throughout the district.
4. Participate in projections and staffing ratios as established by the District for student enrollment and staffing of each special education class as it relates to both certificated and classified staff throughout the school year.
5. Evaluate certificated and classified staff in accordance with District policies, collective bargaining agreements, and applicable laws and regulations.
6. Track movement of special education classroom teachers and paraprofessional staff on an ongoing basis.
7. Maintain ongoing communication with outside agencies and/or CUSD managers regarding contracted substitutes to fill open paraprofessional positions, as needed.
8. Schedule, coordinate, track, and conduct special education and behavior training and professional development for teachers, admin, and other school personnel.
9. Oversee the Home/Hospital Instruction program, including coordination of referrals, staffing, services, compliance requirements, and communication with school sites and families.
10. Coordinate and oversee Direct Medi-Cal billing activities in collaboration with District departments, school sites, service providers, and contracted agencies to ensure compliance with state and federal requirements, including:
 - a. Monitor and support Medi-Cal documentation, service tracking, audit preparation, and compliance activities related to reimbursable special education services.
 - b. Provide guidance and support to administrators and staff regarding Medi-Cal procedures, documentation requirements, compliance expectations, and reimbursement practices.
 - c. Collaborate with Paradigm (or similar Medi-Cal management system) to ensure accurate staff participation, service documentation, provider credentialing, claiming compliance, and data reporting requirements.

- d. Coordinate and monitor the Random Moment Time Survey (RMTS) process, including staff participation, communication, training, and compliance with state Medi-Cal requirements.
 - e. Oversee and assist with internal and external audits related to special education Medi-Cal billing, staffing, compliance, and fiscal accountability.
11. Provide support to the Assistant Superintendent of Special Education - SELPA Director - with ongoing special projects, as needed.
 12. Prepare and maintain a variety of reports, records, and files related to assigned activities and personnel.
 13. Attend professional learning and conference opportunities on District special education staffing and other topics relevant to this position, as well as other professional meetings.
 14. Provide guidance and consultation to district departments regarding special education considerations related to inter-district transfer, school of choice, admissions, discharge, and appeal processes.
 15. Coordinate and assist with special projects for the special education department.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and Special Education Teacher Certifications as it relates to the variety of Special Education Programs within the District; applicable laws and collective bargaining agreements; principles and practices of human resources management, recruitment, examination and employee selection procedures; processes used in recruitment and selection of employees; practices, procedures, techniques, and strategies for determining operational effectiveness, conflict resolution strategies and team building principles and techniques; record keeping and report preparation techniques; effective oral and written communication skills; basic principles and practices related to school-based Medi-Cal programs, compliance requirements, fiscal monitoring, and documentation procedures; budget monitoring practices; operational systems and data management processes related to special education programs and services; principles of supervision, evaluation, and professional development for certificated and classified staff.

Ability to: Maintain current knowledge of changes in California Education Code, District Board Policy, local collective bargaining agreements and all other applicable state and federal laws; learn detailed and complex procedures; prepare reports; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; work independently; establish schedules and priorities; establish and maintain effective relationships with coworkers, schools and community; interpret and apply policies, procedures, and compliance requirements related to special education programs and school-based Medi-Cal services; analyze staffing, operational, and fiscal information to support program decision-making; coordinate multiple projects and compliance timelines simultaneously; supervise and evaluate certificated and classified staff; facilitate professional development and staff training; utilize data management systems and reporting tools related to special education operations and Medi-Cal services; comply with the District's customer service standards, as outlined in the Board Policy.

Education: Master's degree from an accredited college or university in a related field.

Experience: A minimum of five years of successful experience working in the special education field.

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