



Moraga School District

1540 School Street
Moraga, CA 94556
Julie C. Parks Ed. D., Superintendent

ADMINISTRATIVE EMPLOYMENT OPPORTUNITY

Posted: November 12, 2025

Date Due: November 28, 2025

POSITION: Director of Pupil Services – **Interim – Effective Immediately**
Moraga School District for **Remaining School Year 2025-26**
Annual Rate of pay: \$172,263 - \$205,870 (*prorated*)
Work Year = 215 days (*prorated*)
(Salary is per placement on the Administrative Salary Schedule
Full credit for up to 5 years of experience given).

Definition:

Under the direction of the Superintendent, the Director of Pupil Services plans, develops, and implements programs and services for students with exceptional needs, ensuring learning and belonging for all students.

Representative duties:

- Articulate the Moraga School District's vision, mission, core values, instructional philosophy, and curriculum implementation strategies to the staff and community and solicit its support in realizing the district's mission
- Responsible for direction, coordination, guidance and assessment of all programs in the area of pupil services, including special education and early intervention.

Special Education Responsibilities:

- Maintain District compliance with IDEA and other federal and state mandates regarding Special Education and selected categorical programs.
- Articulate with the SELPA and attend SELPA meetings and events as required.
- Assist school administrators in addressing the needs of special education students and facilitates development of in-service training for all staff.
- Ensure all special education students have access to a continuum of supports according to IEP team recommendations.
- Oversee timing implementation of all annual, triennial, and transition IEPs for Moraga School District students.
- Monitor the District Special Education management information system as required by law and ensure that proper records are maintained
- Ensure case management of out-of-district placements.
- Serve as the Extended School Year (ESY) Principal, including notifying families, hiring staff, and overseeing program implementation.
- Recruit, retain, and support all certificated and classified Special Education staff for appropriate assignments with students
- Support Principals in evaluating certificated and classified Special Education staff
- Develop and monitor the budget for the Special Education and Pupil Services Department.

- Initiate and oversee contracts of out-of-district providers and services.
- Communicate information on special education programs to families and community partners, meeting regularly with parent liaisons.

Pupil Service Responsibilities:

- Knowledge of and ability to provide support to school sites on implementation of Positive Behavior Intervention Support (PBIS) and Multi Tiered Systems of Support (MTSS).
- Assists with student discipline and monitoring of student behavior.
- Oversee Section 504 plans and provide training to site leadership.
- Oversee Home & Hospital Instruction.
- Oversee the nurse and annual requirements for training and vision and hearing screenings.
- Coordinate Student Attendance Review Teams (SART) and School Attendance Review Board (SARB).
- Serve as the Title IX Coordinator for the Moraga School District.
- Effectively manage complaints, including Uniform Complaints and Title IX.
- Serve as the Homeless Liaison for the Moraga School District and ensure compliance with McKinney-Vento.
- Assist with proper maintenance of student records in accordance with board policy and the law.
- Oversee the preparation of annual notifications to families in accordance with legal requirements
- Develop and revise board policies and administrative regulations.
- Attend Governing Board Meetings and present on relevant topics.
- Work collaboratively with the Cabinet and Leadership Team.
- Visit school sites regularly.
- Related duties as assigned.

Proactive and collaborative team member; strong inter-personal skills; problem solver, uses data to support decision-making; demonstrates strong instructional leadership and management skills; understands, communicates, and facilitates current best practices in curriculum, instruction, assessment, and intervention; exhibits sound judgment in developing and monitoring department budgets; understands and values the diverse backgrounds of all students and learning styles; values diversity of teaching styles and promotes collaboration among staff; effective planning, organization, and delegation; works collaboratively, with teams, in the development and implementation of effective instructional and intervention programs; ability to facilitate communication and agreement between key stakeholders; possesses strong written and verbal communication skills, including the ability to present publicly; experience using technology in to support all levels of learning



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Ability to:

- Lead others effectively
- Direct a program of Pupil Services in conjunction with regular education programs
- Analyze and identify problems and develop and evaluate alternate solutions
- Work empathetically with parents of students with diverse and often intensive special education needs, as well as at-risk students
- Comprehend complex written and verbal instructions such as district policy and legal directives
- To make policy level decisions and interpretations with broadly detailed financial, legal, or policy boundaries with minimum supervision
- Highly adept with various software programs (i.e. AERIES, SEIS)

Qualifications:

- Valid California Administrative Services Credential.
- M.A. or M.S., site or program administrative experience
- Five or more years of successful experience in teaching at the elementary or secondary level
- Elementary and/or secondary principal experience; administrative experience, site or program experience in management and development of curricular and instructional programs at the elementary and secondary level; experience in providing and planning professional development

*To apply: Please complete an application (found on the district website)
And include a cover letter and resume and three letters of recommendation
Send to Lisa Crouch by email, mail, fax or drop by*

<http://district.moraga.k12.ca.us/>

or the District Office, 1540 School Street, Moraga, CA (925) 376-5943

For more information, please contact Lisa Crouch at 925.377.4103 or lcrouch@moraga.k12.ca.us

Moraga School District
NONDISCRIMINATION STATEMENT

The Moraga School District is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The District prohibits discrimination and harassment based on an individual's actual or perceived age, ancestry, color, disability, ethnic group, identification, gender, marital status, national origin, race, religion, sex, sexual orientation, on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance, or regulation.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate crimes may be found in District policies that are available in all schools and offices.

For inquiries or complaints related to discrimination or harassment based on the individual's actual or perceived age, ancestry, color, disability (mental or physical), ethnic group identification, gender, gender identity, national origin, race, religion, sex, or sexual orientation, contact:

Moraga School District
Director of Pupil Services
District Section 504 and Title IX Coordinator
(925) 376-5943

For more information:

Equal Employment Opportunity Commission
1-800-669-4000
1-800-669-6820 (TTY)
info@eeoc.gov