

ORANGE UNIFIED SCHOOL DISTRICT
Special Education Administrator

BASIC FUNCTION:

Under the direction of the Special Education Local Plan Area (SELPA) Executive Director, develop, organize, implement and oversee the alternate dispute resolution program, including developing workshops and staff development opportunities for parents and staff regarding facilitated IEPs and alternate dispute resolution processes. Partner with parents to find appropriate resolution to their concerns; respond to family filings for due process hearings; work with legal personnel, California Department of Education, social service, mentors, District staff and others on obtaining resolution to pertinent student/family issues. Conduct case file analysis and organization for due process and represent the District in due process hearings and other conferences with legal counsel. Respond to compliance complaints, CDE Annual Performance Reports, and conduct District Self Reviews according to CDE guidelines. Plan, organize, and coordinate special education staff development program and delivery systems; to assist in the planning, organization and coordination of research and development processes; to participate in the District special education master planning activities; Plan, organize and design training programs to improve instructional delivery in various special education programs as needed to better support the relationships with parents and special education staff. Provide expertise to special education coordinators as needed to develop a collaborative culture of support needs students.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise in educational programs, and curriculum and instruction strategies, and special education services. Directly related administrative experience is necessary to assure success in a special education leadership role. The job requires the ability to analyze and offer alternative problem solutions. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of educational programs and services of the organization. The position classification has supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. Frequently meets with teachers, special education staff, and other educational personnel to influence, motivate and monitor the special education student achievement and the special education operation. This is a position classification that performs light work, but does require walking and standing for extended periods. The job also requires the accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information and direction. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

REPRESENTATIVE DUTIES:

- Develops, implements and oversees the District's on-going alternate dispute resolution process.
- Applies alternate dispute resolution practices when interacting with District, family, legal, social service, counseling representatives.
- Develops and oversees District workshops and training on alternate dispute resolution for parents, staff; and develops and trains parent partners.
- Plan, organize, coordinate and conduct need assessment and service inquiries in determining

the effectiveness of the special education program, and in the development of improved achievement processes and procedures.

- Partner with parents to find appropriate resolution to their concerns.
- Develops parent mentors for parents new to special education.
- Responds to family filings for due process hearings, including writing response letters, conducting IEP meetings.
- Conducts case file analysis and organization for due process.
- May represent the District in due process hearings and other meetings with legal counsel.
- Works with Special Education Coordinators and others to respond to California Department of Education compliance complaints.
- Researches and reviews case law and applicable federal, state and education laws and codes.
- Reviews and evaluates legal files.
- Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information.
- Responds to compliance complaints, CDE Annual Performance Reports, and facilitates District Self Reviews according to CDE guidelines.
- May participate in the development of the annual budget; control and authorize expenditures in accordance with established limitations.
- Support the development and design of special education services to improve relationships with parents.
- Operates a computer and assigned software programs; operates a variety of office equipment as assigned.
- Conducts presentations at workshops, conferences and meetings.
- Attends a variety of meetings as assigned.
- Drives a vehicle to conduct work.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Alternate dispute resolution practices.
- Applicable government and special education codes, regulations and laws.
- Planning, organization and direction of the Special Education Department.
- Special education regulations and timelines.
- Applicable laws, codes, regulations, policies and procedures, including due process and compliance complaints.
- District organization, operations, policies and objectives.
- Principles, procedures and practices of alternative dispute resolution processes, including Facilitated IEP process.
- Oral and written communication skills.
- Principles and practices of administration and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Budget preparation and control.

ABILITY TO:

- Develop and maintain a comprehensive alternate dispute resolution program, including the Facilitated IEP process.
- Research case law and education codes as they relate to federal and state laws and regulations.
- Train staff and parents effectively on special education law and alternate dispute resolution.
- Review and analyze legal files.
- Conduct case file analysis and organization for due process.
- Create and administer workshops and training sessions.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Interpret, apply and explain laws, rules, codes, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: A Master's Degree in Public Administration, Special Education or Educational Administration, Alternate Dispute and Mediation, Counseling, Community Building and Communication, or a related field and/or Law Degree and legal experience. Two years demonstrated experience with Alternate Dispute Resolution and experience working with families, and knowledge of special education law.

LICENSES OR OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

ENVIRONMENT:

Office and school environments.

Driving a vehicle to various locations to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information in person and on the telephone.

Bending at the waist, kneeling or crouching to file materials.

Seeing to read a variety of materials.

Reaching overhead, above the shoulders and horizontally.

May be required to lift moderately heavy objects.

HAZARDS:

Contact with frustrated individuals.