

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description

**DIRECTOR, SPECIAL EDUCATION POLICIES AND
PROCEDURES/MODIFIED CONSENT DECREE MONITORING**

A. Job Purpose

Provides direction for the development and revision of the District's special education policies, and implementation of procedures to address federal and state legal requirements; monitors oversight of the implementation of the Modified Consent Decree (MCD), including annual plans and achievement of target outcomes; oversees special education policy compliance activities regarding students with disabilities eligible for special education.

B. Responsible to

Associate Superintendent, Division of Special Education

C. Subordinates

Coordinator, Special Education Policies and Procedures
Coordinators, Special Education Compliance
Specialists, Special Education Compliance
Classified personnel

D. Functions

Essential Functions

1. Meets with, and provides information for, the Federal Court-appointed Independent Monitor and counsel for the plaintiffs in regards to Los Angeles Unified School District (LAUSD) agreements and to help resolve identified issues regarding the Modified Consent Decree.
2. Conceptualizes and develops the Annual Plan articulating the commitment of the District on behalf of the Superintendent and the Associate Superintendent, Division of Special Education, through identified strategies and resource allocations.
3. Conceptualizes and conducts central level team forums of upper administrative staff and special education administrators for the regular review and analysis of Modified Consent Decree outcome data.
4. Communicates to stakeholders recommendations for implementing the Modified Consent Decree requirements; provides direction regarding actions to achieve Modified Consent Decree outcomes, including regular local district data review/analysis team meetings to determine target schools and activities.
5. Determines and directs implementation of the *Maintenance of Effort* activities as required by the Modified Consent Decree; collects and maintains evidence of completion; disseminates information accordingly.
6. Conceptualizes and develops for Board of Education meetings presentations regarding the District's status on the achievement of the Modified Consent Decree, the forecast of outcomes the District is achieving, and proposed strategies for achieving outcomes the District is at risk of not achieving.

7. Conducts the annual California Department of Education's Special Education Division special education compliance monitoring program; monitors completion of all corrective actions resulting from special education compliance validation reviews; reviews and approves the design and implementation of measurement instruments for school validation reviews.
8. Approves the design and implementation plan for District-wide professional development to implement federal and state laws and regulations through LAUSD special education policies and procedures.
9. Determines the need for development, monitors, and ensures the implementation of the revisions of District manuals, policies and procedures, checklists, parent informational tools, and reports.
10. Reviews special education laws and regulations as proposed by the California legislature and the Congress of the United States to determine the potential effect on LAUSD policies and procedures, and recommends LAUSD positions on the proposed legislation as appropriate.
11. Determines the need for and oversees the development of District policy bulletins, reference guides, and memoranda based on an analysis of changes in federal and state law, school implementation practices, or the need for program improvement and/or efficiency.
12. Oversees the implementation and monitoring of legal and District special education policy compliance activities regarding students with disabilities eligible for special education.
13. Directs and evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent which are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

E. Qualifications

Education Required

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least two semester units of specific and two semester units of general coursework in multicultural education or equivalent study.
3. For employees being paid on the Master Salary Table for the first time, at least two semester units each (six semester units total), or the equivalent, of coursework in culture, language, and methodology to meet the requirements of the District's Master Plan for English Learners.

For additional information on Master Plan requirements, refer to the current policy bulletin on "Culture, Language, and Methodology Requirements for Administrators."

Experience Required

At least eight school years of successful full-time service in a certificated position(s), no fewer than two years of which must have been in a management position(s).

Note: For definitions of years of service, refer to Policy Guide E23.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of the Modified Consent Decree, general education and special education federal and state laws relevant for students with disabilities.
2. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts.
3. Ability to communicate effectively with students, supervisors, peers, teachers, other District personnel, parents, community and union representatives, and other stakeholders, both individually and as a group.
4. Ability to compose and comprehend written communication.
5. Ability to analyze data and implementation plans to develop appropriate recommendations.
6. Ability and integrity in dealing with confidential matters.
7. Ability to provide administrative leadership at the executive level including decision-making, problem-solving, and delegation of authority.
8. Ability to work effectively and cooperatively with diverse racial, ethnic, socio-economic, linguistic, and disability groups.
9. Commitment to standards of assessment and accountability as specified in the District-wide reform movement.
10. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
11. Skill in facilitating group processes, including consensus building and conflict resolution.
12. Ability to observe, evaluate, and utilize subordinates effectively.
13. Ability to implement effective administrative and managerial practices.
14. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in the field of special education.
15. Knowledge of District curriculum, District instructional objectives, and best practices in instructional methods and strategies.
16. Ability to make formal, public presentations.
17. Ability to cope with crisis situations and the need to make immediate decisions.
18. Ability to cope with high volume work and multiple tasks.
19. Ability to travel to other sites/locations.

Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

Credentials

One of the following California credentials or credential combinations authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

1. Service Credential with a specialization in administrative services.
2. Standard or General Administration Credential.
3. General Supervision Credential.
4. The Supervision or Standard Supervision Credential and the appropriate basic credential(s) authorizing service in the areas of this class description.
5. One elementary and one secondary level credential from among the following:
 - a. Elementary School Administration or Supervision Credential.
 - b. Secondary School Administration or Supervision Credential.

NOTE: This is a Master Salary (G) Table class.