

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
DIRECTOR, SPECIAL EDUCATION RELATED SERVICES

- A. Job Purpose
Supervises and coordinates programs pertaining to Special Education Related Services.
- B. Responsible to
Associate Superintendent, Special Education
- C. Subordinates
Classified personnel as assigned
- D. Functions
Essential Functions
1. Coordinates and supervises District wide related services for students with disabilities.
 2. Provides technical support to Associate Superintendent, Special Education, in area of related services.
 3. Provides leadership and direction to Related Services Administrative Supervisors.
 4. Supervises and coordinates the collection and analysis of data and preparation of reports to monitor the provision and effectiveness of related services.
 5. Monitors progress and achievement of Modified Consent Decree outcomes with regard to related services.
 6. Facilitates the integration of related services into general and special education programs to meet student needs in the least restrictive environment.
 7. Coordinate, plans, and implements professional development for more than 500 related services providers.
 8. Supervises the provision of related services and documentation of MediCal reimbursable services.
 9. Supervises the provision of related services in compliance with special education laws and regulations and the Modified Consent Decree.
 10. Uses current research to develop and implement innovative service delivery models.
 11. Directs and evaluates the performance of subordinate personnel.
 12. Communicates pertinent related service information to all Special Education Support Unit Administrators, all Local District Superintendent, School Service Directors, and Principals.
 13. Meets regularly with all related service providers
 14. Oversees all the budgets for related services, including cost analysis for all related services positions
 15. Meets regularly with related service advisory committee groups
- 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. 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.

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

Knowledge, Skills, Abilities, and Personal Characteristics

1. Strong team building and organizational skills and ability to lead large, diverse groups.
2. Understanding of California Content Standards in pertaining to delivery of special education related services.
3. Knowledge of the California Education Code, District Board Rules, and District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts, as related to the District's policy for special education services.
4. Knowledge of the fundamental principles and accepted practices, current trends, literature, and research in the field of special education.
5. Ability to collaborate effectively with other offices, parents, and school site staff
6. Understanding of laws and regulations pertaining to delivery of special education related services.
7. Knowledge of the Modified Consent Decree outcomes.
8. Knowledge of federal, state and local policies, rules, laws, regulations, and legislation pertaining to Modified Consent Decree. Understanding of how to use MCD data to change practice of related service providers.
9. Successful experience coordinating, planning, and implementing effective professional development.
10. Strong oral and written communication skills.
11. Ability to observe, evaluate, and utilize subordinates effectively.
12. Ability and commitment to use informal dispute resolution.
13. Ability to make formal, public presentations.
14. 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.
15. Ability to cope with crisis situations and the need to make immediate decisions. Ability to cope with high volume work and multiple tasks.
16. 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.