



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Executive Director of Student Services

Established date: 5/18/2021

GENERAL PURPOSE

Under the direction of the Assistant Superintendent of Educational Services, provide leadership and direction to the District's Special Education Department and districtwide comprehensive student support services programs/ functions that include but are not limited to homeless youth, discipline, mental health, behavior, and prevention programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensure compliance with state and federal regulations in areas of responsibilities.
2. Consult with teachers, psychologists, counselors, and district and site administrators regarding articulation and alignment of General Education interventions and Special Education instructional practices, programs and materials.
3. Evaluate and interpret assessment data and make educational, behavioral and placement recommendations.
4. Monitor legal issues to include mediation and due process.
5. Consult with other agencies and professionals, both private and public regarding educational programs for students.
6. Assist in development of budget recommendations and provide expenditure control on established budgets.
7. Serve as the District representative to WOCCE Directors' Council, WOCCE Superintendents' Council, and County meetings.
8. Provide consultation in 504 process.
9. Serve as community liaison and coordinator of activities of the Community Advisory Council for Special Education.
10. Develop and implement programs and services and provide related staff development and parent education activities as needed.
11. Provide information, reports and consultation with the Superintendent's Cabinet.
12. Prepare appropriate agenda items for meetings of the Board of Trustees.
13. Attend Board of Trustees meetings in order to make reports and generally assist the Superintendent.
14. Coordinate the organization, staffing and operational activities of assigned special education school sites, including directing the educational and support programs conducted at the sites.
15. Participate in the development and implementation of Special Education strategic priorities, policies and procedures for assigned school sites.
16. Demonstrate instructional leadership in the implementation of educational curriculum aligned with state content standards. Coordinate IEPs and consult with special education staff and administrators at local districts, SELPAS, agencies, and organizations.
17. Coordinate Home Hospital Instruction for students who require this service on their IEP.
18. Direct and monitor Pupil Personnel, Child Welfare, and Intervention Programs and support services.
19. Coordinate and administer District's Child Welfare and Attendance basic services and support, including Student Attendance Review Board when necessary.
20. Coordinate suspension and expulsion processes and procedures and serve as the District representative at expulsion hearings.
21. Develop, monitor, implement and streamline psychological/mental health support including prevention programs that address bullying and other relevant issues.
22. Provide consultation and assistance to administrators and District employees on all legal matters relating to students, including custody, discipline, attendance and child protective services.
23. Serve as a liaison and resource for foster and homeless youth.

24. Serve as a liaison to appropriate law enforcement, social service agencies, and Department of Education in matters relating to students.
25. Develop and implement staff development activities, parent education events, professional growth opportunities, and information sessions that address relevant issues for faculty and students.
26. Supervise and coordinate intervention systems and behavior support for students and employees.

MINIMUM QUALIFICATIONS

Knowledge Of:

1. Human relationships and team building methods and techniques.
2. Public speaking.
3. Instructional methodologies, strategies, and curriculum standards.
4. Curriculum design.
5. Recent research findings related to student learning programs and services.
6. Organizational, planning, and program management strategies, techniques and procedures.
7. Assessment and evaluation strategies.
8. Effective staff development programs and strategies.
9. Grant writing processes.
10. Budget preparation and control.
11. Board and District policies, procedures, and regulations.
12. Community resources.
13. Oral and written communication skills.
14. Basic computer operation and software programs.
15. Pertinent federal, state, and local Special Education Law and procedural safeguards; California Education Code, and Administrative Code.

Ability To:

1. Establish and maintain effective communication and strong cooperative working relations with community, government, higher education, parent and school representatives.
2. Plan, implement, direct and evaluate instructional programs in accordance with applicable rules and regulations.
3. Coordinate a variety of programs and schedules.
4. Train, supervise and evaluate staff.
5. Implement collaborative team building processes.
6. Plan and organize work.
7. Analyze situations and plan and adopt effective courses of action.
8. Read, interpret, apply and explain rules, regulations, policies, and procedures.
9. Maintain accurate records.
10. Prepare clear, concise, and complete reports.
11. Prepare and deliver oral presentations.
12. Manage and coordinate the work of classified and certificated staff.
13. Oversee the efficient internal operations of school administration including financial management, scheduling, curriculum development and facilities management.
14. Respond to difficult questions, inquires, and complaints.
15. Interpret and explain school policies and procedures.

Education, Training and Experience:

Master's degree in education or related field, five years of experience in Special Education and Pupil Services, and successful experience in a responsible administrative position performing related functions.

Other Requirements:

- Valid California Teaching or PPS Credential.
- Valid California Administrative Credential.
- Possession of a valid California driver's license.
- Completion of fingerprinting is required prior to the first day of work.

Condition of Employment:

Insurability by the District's liability insurance carrier.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position classification performs light work that involves some lifting and sitting a major portion of the time, with some walking and standing for extended periods of time. Incumbents may be required to lift, pull or push objects up to fifteen (15) pounds. This position requires accurate perceiving of sound; near and far vision with the ability to read small print; depth perception; mobility to reach and bend; dexterity in working with computers; and the providing of oral information and direction.

WORK ENVIRONMENT

The noise level in the work environment is reasonably quiet. The work environment is generally at the district office and includes visits to school campuses. This position has frequent interruptions with high work volume and tight deadlines.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.