



## 2016-2017 School Year – Job Description Special Education Director

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### Who We Are

The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, every year serving more than 55,000 students who speak more than 44 documented languages in our 131 schools across the city of San Francisco. We aim to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence, and physical and mental health so that each student can achieve his or her maximum potential. Every day in our quest to achieve this mission we place access and equity, student achievement, and accountability at the forefront of every child's education.

### What It Means to Work Here

When you join our team at SFUSD you can expect to be part of an inclusive, innovative and equity-focused organization that approaches public education as a social justice movement that requires broad collaboration across an array of strategic partners. As a CORE district, SFUSD is also a leader in critical systems change for more comprehensive school accountability and innovations that help strengthen the instructional core, which is the foundation of our strategic plan, Impact Learning. Impact Lives.

### Who We Want

We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children's potential. We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning.

### Special Education Services Mission Statement

We support principals and teachers to provide effective, high quality standards based instruction and resources that enable each student with a disability to achieve their individual goals to his or her potential.

As the Director of Special Education you will report to the Chief of Special Education and be a key leader in our District. As a city and county office, SFUSD delivers special education services from birth to 22 years of age, and you will help lead our key initiatives to do this well. In SFUSD our special education delivery model is anchored in the design of equitable, effective and innovative practices to support student learning within inclusive settings.

### Special Education Services Goals

Program excellence, fiscal responsibility, public relations, and equity centered professional learning and leadership.

### Position Description

The Director of Special Education works under the direct supervision of the Chief of Special Education. The Director will work directly with the Supervisors of Special Education Services and Content Specialists to develop, implement, and evaluate services for San Francisco Unified School District and County students with exceptional needs. This is a certificated management position.

### **Directly Responsible To**

Chief of Special Education

### **Major Responsibilities**

We expect our Executive Director of Special Education to:

1. Work closely with the Chief of Special Education to design and coordinate world class special education and intervention programs to meet student needs.
2. Assists parents in problem solving situations regarding their child's services and IEP development and implementation.
3. The Director will have direct reports including members of the Special Education Leadership Team, comprised of supervisors, content specialists, and other central office leaders. The number of direct reports will be determined by the Chief of Special Education. S/he must exhibit the skills to collaborate with and achieve actionable results through others, the ability to build strong and sustainable relationships and the capability to interact within all levels of the organization.
4. Consults with Supervisors and makes recommendations for accountability and evaluation systems for content specialists, psychologists, nurses, special education teachers, instructional aides other related services personnel.
5. Plans with CAC and other various relevant community committees and networks that support staff and students in inclusive education, differentiated teaching and learning experiences.
6. Develops procedures and SELPA policies to insure adherence to state and federal laws and regulations concerning the education and rights for students with disabilities and their families.
7. Supports the design and implementation of certificated employees and classified employees training programs, including components to ensure compliance with legal requirements and implementation of "best practices."
8. Keeps informed of current literature and practices in the fields of special education and special service, sharing such information with the staff.
9. Disseminates special education/compliance information to appropriate District office and site personnel.
10. Works with other EPC office on a program of inter-district and inter-program articulation to provide continuity in the educational program of special education students at all levels.
11. Oversees procedures for class assignment of pupils and teachers to insure the best available learning situation for each student.
12. Collaborates with the Human Resources Department for selection and assignment of certificated and classified staff which includes recruiting Screening, interviewing and recommending personnel for employment.
13. Works with sites and other departments to manage the District's expulsion procedures.
14. Supports equity centered professional learning and leadership.
15. Supports supervisors and site staff in analysis of educational benefit, alternative dispute resolution, mediation, and analysis of cases in the event of due process.
16. Perform other related duties as determined or assigned by the Assistant Superintendent, Chief of Special Education, or Deputy Superintendent of IISJ.

### **Minimum Qualifications**

- CA Administrative Services Credential and Masters Degree;
- Five years of increasingly responsible management experience (preferably in a public school district);
- Experience as a classroom teacher in a special education setting;



- Site administrator experience implementing or with oversight of quality inclusive services, supports and practices;
- Demonstrated knowledge of special education laws and policies.

## What We Offer

SFUSD offers a competitive salary commensurate with experience, and a comprehensive benefits package including dental and vision plans, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

## How to Apply

- Visit [www.sfusd.edu/jobs](http://www.sfusd.edu/jobs) and create a new certificated administrative account to begin your application.
- You will be prompted to electronically attach a letter of interest, resume, and administrative credentials/licenses.
- Our Human Resources team will then review your entire application to determine your eligibility status and contact you directly should you move forward in the process.

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*San Francisco Unified School District is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. SFUSD does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law.*