Executive Director of Special Education

Posting Date: May 29, 2014
Start Date: Until Filled
Contact: Mary Richards, Executive Director, Human Resources
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Please Apply: https://sfusd.searchsoft.net/ats/app_login?COMPANY_ID=00012821
Salary: Commensurate with experience and Competitive

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.

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.

As the Executive Director of Special Education you will report to the Assistant Superintendent of Special Education and be a senior 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.

We expect our Executive Director of Special Education to:

- Work closely with the Assistant Superintendent of Special Education to design and coordinate world class special education and intervention programs to meet student needs
- Develop and manage SELPA/departmental operational systems and processes, including compliance procedures and monitoring of specific local, state and federal guidelines
• **Assist with oversight of district-wide plans** and be the **internal-facing resource to department staff** as they implement departmental priorities and plans, including legal due process steps

• **Collaborate with district departments** (Human Resources, Enrollment and Placement, etc.) to ensure support for school sites around **appropriate staffing and delivery of special education services to students**

• **Develop ongoing professional training and coaching** to special education teachers and school administrators

• **Serve as a district representative about special education issues** both internally and externally, to all stakeholder groups including media, state and national platforms

*The strongest candidates will have:*

• Knowledge of San Francisco’s public schools and/ or urban public schools

• A proven record of effectively planning, organizing and using resources to take action

• Experience managing budgets and the supervision of people/teams

• Strong analytic and systems thinking necessary to interpret data to inform goals and strategy, as well as build infrastructure where none exists

• Demonstrated ability to communicate effectively – both orally and in writing

• Experience and success with effective communication and presentations to large groups

**Minimum Qualifications**

• CA Administrative Services Credential

• Five years of increasingly responsible management experience (preferably in 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 in a similar position and the SFUSD Salary Schedule. We offer 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, letters of recommendation 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.

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.