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.

Special Education Services Goals:
Program excellence, fiscal responsibility, public relations, and equity centered professional learning and leadership.

Position Description:
The Program Administrator for Special Education Compliance works under the supervision of the Director of Special Education Services. The Program Administrator ensures organization of activities tied to compliance, including CDE complaints, due process filings, alternative dispute resolution meetings, as well as assistance with presentation and reporting for CDE grants, sanctions and audits.
ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitates procedures to ensure adherence to state and federal laws and regulations concerning the education and rights for students with disabilities and their families.
- Coordinate required state reviews and other compliance reviews; ensure the submission of required reports at the district, state, and federal levels; direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Participate in liaison activities and coordinate services with the California Department of Education (CDE), Special Education Division and other districts. Activities include oversight of Coordinated Early Intervening Services; California Department of Education compliance audits and reviews; and Commission on Teacher Credentialing.
- Under the direction of the Director of Special Education, will assist and support in the facilitation of the Stakeholder Group and Leadership Team, implementation and monitoring of the Coordinated Early Intervening Services (CEIS) Plan, professional development and data collection and reports.
- Coordinate, monitor, and assess effectiveness of District strategies related to the implementation of alternative dispute resolution.
- Initiate and establish data collection of compliance complaints to conduct trend analysis and determine effectiveness of ADR grant strategies.
- Supports District compliance officer in regards to Special Education and works directly with CDE and staff to correct all non-compliance.
- Monitors changes in legislation and legal guidelines and develop recommended policy, procedure or other district forms or records, and update as needed.

Minimum Qualifications

- Job requirements indicated above;
- Possession of a valid California Driver’s License;
- Possession of a valid California Administrative Services Credential or current enrollment in an approved Administrative Intern program
- Five (5) years of experience teaching special education in schools serving underserved students
- Experience coaching and designing/facilitating professional development opportunities
- Experience with educational issues as they relate to accelerating the learning of linguistic, ethnic, and cultural minority student populations
- Demonstrated ability to work in collaborative teams that include parents/families and professionals
- Technologically literate
- Detail oriented

Desired Qualifications

- Experience planning staff development programs
- Experience as a facilitator, coach, and/or presenter
- Experience using multimedia technologies for classroom and professional development
- Possession of CLAD/BCLAD certification
- Bilingual/Biliterate
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.edjoin.org to begin your application.
- Attach a letter of interest, resume, a letter of recommendation and a current list of references.
- Our Human Resources team will review your entire application to determine your eligibility status. We will 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.