



# RIALTO UNIFIED SCHOOL DISTRICT

## Lead Special Services Agent Management Job Description

### **BRIEF DESCRIPTION OF POSITION:**

Under the supervision of the Lead Innovative Agent, plan, organize, and direct the services of the Special Education Instructional Program; develop, prepare, and implement the special education budget; direct and supervise certificated and classified staff as assigned; develop, implement, and monitor special projects as assigned; provide responsible and professional staff assistance and management of special education services and activities and perform related duties as assigned.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Manage all special education, psychological and related services including the creation and revision of District policies.
- Maintain, collect and report all data required by the California Department of Education. Create, revise, review and submit all local, state and federal reports, budgets and grants in a timely manner.
- Train all members of site RSP Collaboration teams on effective instructional strategies and team management and monitor team progress.
- Work with all site administrators and school teams to create, implement and maintain effective special education programs.
- Provide leadership for training of all special education personnel on legal mandates, effective IEP preparation and presentation and effective instructional programs and /or strategies.
- Provide leadership for training of all paraprofessionals on roles and responsibilities using a systematic job-embedded program.
- Supervise and evaluate Special Education certificated and classified staff as assigned.
- Create, revise, review and submit all local, state and federal reports, budgets and grants.
- Monitor student performance data and take necessary action to improve academic achievement of special education students.
- Act as liaison with the Office for Civil Rights and California Department of Education to collect all data necessary in compliant investigations for Special Education students.
- Act as liaison between staff and parents. Report difficult or potentially liable issues to the Superintendent or designee.
- Attend all meetings or hearings that are perceived to be difficult, costly, or potentially could result in liable or legal issues for the District. Report any situation that would adversely affect or become costly for the District to the Superintendent/designee.
- Coordinate and supervise department meetings with assigned staff.
- Supervise and collaborate with Information Systems on all databases related to special education.
- Plan, coordinate, conduct and evaluate staff development programs and in-services; participate in activities designed for professional growth.
- Participate in the development of programs and services to ensure program implementation of assigned special education classes and be responsive to parent and district needs.
- Establish and maintain clear communications and cooperative working relationships with supervisors, clients, staff and other departments through announcements, letters, telephone communications, attendance at meetings and site visits.
- Serve as resource for information regarding special education, its purpose, objectives, applicable laws and regulations.
- Work effectively with the County SELPA and regularly attend SELPA meetings.
- Work in the best placement of students in Non-Public Schools.
- Participate in the selection of core and supplemental materials for special education students.
- Participate in the development of new or modified programs, procedures and approaches to the educational service area.
- Establish and maintain cooperative and professional working relationships with all parents and staff.
- Motivate, challenge and guide others in the improvement of educational programs and services.

**MAJOR RESPONSIBILITIES – continued:**

- Analyze data and situations; render judgment, recommend decisions and solutions to problems efficiently and effectively.
- Recommend, select, train, supervise and evaluate staff relative to program objectives and observe and document performance
- Build strong cohesive teams through positive rapport, mutual respect and leadership.
- Model professionalism through clear direction, consistency and follow through.
- Be flexible and receptive to change.
- Interpret applicable laws, codes, policies and regulations as they apply to special education pupils and processes.
- Ensure that the necessary human and monetary resources are properly and appropriately utilized in order to achieve the student result expectancies.
- Develop Special Education budget.
- Maintain special education records on students and the distribution of records by other districts and outside agencies.
- Integrate recommendations from state agencies into Special Education program policies and procedures (FCMAT, SESR, etc.).
- Perform other duties as assigned by the Lead Innovative Agent.

A complete job description can be found on our website at [www.rialto.k12.ca.us](http://www.rialto.k12.ca.us).

**KNOWLEDGE AND ABILITIES:** Specific knowledge, experience and expertise in...

- Using a variety of proactive two-way communication strategies and techniques that promote positive relationships with staff, students, parents, and community members.
- Using a variety of problem solving strategies and techniques to diffuse situations and mediate differences.
- Implementing innovative special education program service delivery models aligned to state and federal regulations.
- Following federal and state regulations for special education programs (IDEA 2004, Education Code, Federal Code of Regulations).
- Implementing recommendations from federal and state compliance reports (Federal Program Monitoring, Special Education Self Review, FCMAT).
- Facilitating mediation and resolution sessions with parents, advocates, and attorneys.
- Writing and presenting resolution agreements prior to Due Process proceedings.
- Preparing and representing the district in Due Process proceedings with the Office of Administrative Hearings.

**PHYSICAL CLASS:**

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

**WORK AREA REQUIREMENTS:**

Ability to traverse any part of 40 acres including construction site, campuses, fields, and concrete/asphalt areas.  
Ability to use common school hand tools, computer, telephone and photocopy machine.

**PHYSICAL REQUIREMENTS:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours  
 Frequently/Medium - 3 to 6 hours  
 Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly		
Team work:	Constantly		
Frustration:	Moderate - depends on the time of year		
Repetitive tasks:	Yes, signature		
Level of responsibility:	High		
Must keep up with schedule:	High		
Able to work extended hours as needed:	High		
Dealing with upset employees, parents, community members:	Moderate		

## **PHYSIOLOGIC FACTORS**

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

## **DISTRICT REQUIREMENTS:**

Valid California Administrative Services Credential

Valid California Special Education Credential

Master's Degree from an accredited university

Valid EL Authorization

Autism Authorization preferred

Site-level Principal experience preferred

Bilingual preferred, but not required

Five (5) years outstanding teaching experience required in Special Education

Five (5) years administrative experience required including at least three (3) years' experience in Special Education administration, District level preferred

Fingerprints on file as required by State Law

TB Skin Test as required by State Law