

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**EXECUTIVE DIRECTOR,
ALTERNATIVE DISPUTE RESOLUTION/COMPLIANCE**

DEFINITION

Under general direction of the Associate Superintendent, Student Support Services, the Executive Director, Alternative Dispute Resolution/Compliance supports the educational programs of the District by leading, directing and managing all major aspects of federal/state compliance with special education programs and services including reporting requirements, Individualized Education Program (IEP) planning and information systems, Alternative Dispute Resolution (ADR), special education litigation, technology.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Interpret and assist District departments and school sites with implementation of special education programs and processes ensuring compliance with all state, federal laws and regulations.
2. Develop and implement ADR activities and processes in compliance with all state and federal laws and regulations.
3. Serve as an expert resource for departmental managers, site level administrations and IEP teams on legal issues, resolutions, mediation, compliance, and student placements indemnification agreements and accommodations.
4. Develop procedures and coordinate all required responses to a variety of requests and complaints regarding special education compliance.
5. Oversee and coordinate responses to California Department of Education (CDE) and Office of Civil Rights (OCR).
6. Serve as the District's Complaint Officer for special education, student disability discrimination, and other related student complaints.
7. Represent the District at various mediations, related litigation and procedural meetings, community meetings, university functions, compliance hearings and task forces.
8. Facilitate potentially adversarial IEP meetings as appropriate.
9. Coordinate and provide training and staff development on special education compliance matters, as appropriate.
10. Provide support to the Associate Superintendent with one-time, long-term or on-going special projects as needed.
11. Oversee CDE procedural compliance reviews and improvement processes relative to federal performance indicators.
12. Provide oversight to Parent Support Network for Special Education.
13. Keep up-to-date with trends or developments in, and evaluate and recommend adoption of new procedures, policies and regulations in regard to special education.
14. Evaluate, supervise and counsel members of certificated and classified staff to improve employee adherence to District, state, and federal educational and professional standards.

EXAMPLES OF DUTIES (Continued)

15. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
16. Attend professional learning and conference opportunities regarding District business, special education relevant topics and other professional meetings.
17. Oversee the work and reporting done by the Coordinator Special Education Technology Support Programs.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; alternative dispute methodology; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; budget management; record-keeping and report preparation techniques; effective oral and written communication skills; service delivery and program options available to students with disabilities.

Ability to: Direct the functions and activities of an ADR Department for a school district; implement systems for ensuring that legal mandates are met; effectively direct due process activities; demonstrate effective organizational and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

Education: Master's degree from an accredited college or university in a related field.

Experience: Six years of successful experience in special education program settings including four years of successful experience in a management or supervisory position. Experience with dispute resolution and special education litigation preferred

Certification Requirement: Possess a valid California Teaching Credential and Valid California Administrative Services Credential