



PACIFIC SCHOOL DISTRICT
Position Description

TITLE: Executive Director, Integrated Services **REPORTS TO:** Superintendent

CLASSIFICATION: Management

WORK YEAR: 220 Days

FLSA: Exempt

SALARY: Management Salary Schedule

The Executive Director, Integrated Services is part of a dynamic team, responsible for facilitating, guiding, and supporting the Pacifica School District Strategic Plan: 21st Century Education; Preparing Students for an evolving world through an articulated focus on the Common Core Standards, Curriculum Integration, Response to Instruction and Intervention, the Coordinated School Health Model and Global Citizenship.

Basic Function

Under the general direction of the Superintendent, the Executive Director administers integrated services: special education and student support services and performs other job related duties as required.

The Executive Director, Integrated Services is responsible for providing effective leadership in all areas of special education and student services. The Executive Director, Integrated Services is a Cabinet level position and reports directly to the Superintendent.

Representative Duties and Essential Functions (Persons employed in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements).

Representative Duties:

1. Monitors, develops, and recommends Board Policies and Administrative Regulations regarding: Community Relations and Students.
2. Monitors compliance with all applicable laws and regulation in relation to Integrated Services that includes keeping records current for all special needs students in both hard copy and digital form.
3. Provides leadership for the planning, development and implementation of positive school climate and safety plans, which includes the development and implementation of the Companion Plan, Support Plans: Counseling and Social Services and the Emergency Plans for the District.
4. Oversees the receipt and resolution of complaints that includes utilizing the District Uniform Complaint Procedure.
5. Represents the District in certificated and classified negotiations and contract management.
6. Prepares State, District, and Departmental reports as needed.
7. Represents the District at County and State level meetings related to Community Relations and Integrated Services (Special Education and Pupil Services).



PACIFIC SCHOOL DISTRICT
Position Description

8. Provides leadership for the planning, development and implementation of high quality special education programs for students with exceptional needs.
9. Provides for a data driven system for special education in which essential timeline, assessment information, locations, and services are readily accessible to professional staff.
10. Communicates the goals of the special education program to staff and community.
11. Meets on a scheduled basis with the Special Education Parent Advisory Council (SEPAC).
12. Attends IEP meetings when necessary.
13. Interprets student assessment data for special needs programs.
14. Attends all Board meetings unless excused by the Superintendent.

Essential Functions:

1. Work extended and/or flexible hours in order to attend Board and other public meetings/functions.
2. Work under pressure to complete a variety of written reports within specific timelines.
3. Presents public information in relation to areas of responsibility before the Trustees and public.
4. Ability to implement personnel practices that are compliant with California Education Code and negotiated with labor partner contracts.
5. Establish and maintain interpersonal relations with staff, administrators, trustees, employee groups, parents, and the public.
6. Ability to interpret Government and Education Code regulations and accurately and effectively communicate same to the public.
7. Ability to use appropriate software necessary for analysis of student data and demographic information.
8. Operate a motor vehicle for travel between the district office and other facilities as well as to and from other public agencies.

Education and Experience:

Any combination equivalent to: advanced degree (Doctorate preferred); three years of teaching experience (K-8 grades preferred); five years of increasingly responsible supervisory and management experience including at least three years as a Principal and in the area of special education; demonstrates expertise in the areas of curriculum, instruction, and assessment; demonstrates expertise in human resources and integrated services; demonstrates fiscal responsibility

Licenses and Other Requirements:

Valid California Administrative Services Credential; Valid California Teaching Credential; Valid California driver's license

Knowledge and Abilities:

Knowledge of:

- Federal, State and local laws relating to instruction, assessment, special education, pupil personnel, and classified personnel.
- Special education, pupil services, child development.
- Principles, concepts, and techniques of professional development.



PACIFIC SCHOOL DISTRICT Position Description

- Office management and procedures.
- The specialized jobs and tasks with Integrated Services.
- Principles of good public and interpersonal relations.
- Principles and techniques of organization, administration, and personnel management.
- Student assessment software, Microsoft Office, and Student Information Systems.
- Interest-based bargaining.

Ability to:

- Maintain current knowledge of trends in the assigned field
- Provide senior and upper management leadership and direction in the decision-making process that includes support of the District Strategic Plan.
- Develop and coordinate effective training programs.
- Select, supervise, and evaluate personnel.
- Plan, organize and coordinate the work of others.
- Interpret and ensure compliance with complex regulations and laws.
- Develop and implement policies and procedures.
- Interpret, develop and present complex reports.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Communicate effectively both verbally and in written format.
- Communicate patience and courtesy in a manner reflecting positively on the organization.
- Apply integrity and trust in all situations.
- Apply strong leadership skills coupled with effectively working as part of a leadership team.
- Work effectively with Trustees, administrators, teachers, parents and other staff members.

Working Conditions

Environment:

Office and classroom environment; driving a vehicle to conduct work; occasional contact with dissatisfied individuals; constant interruptions.

Physical Abilities:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to monitor various activities and to read various documents; dexterity of hands and fingers to operate a computer keyboard and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Pacifica School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

Board Adoption:

Original:

Revised: