



# NOTICE OF VACANCY

Orcutt Union School District

500 Dyer Street  
Orcutt, CA 93455  
(805) 938-8900

April 25, 2024

**POSITION:**

**EXECUTIVE DIRECTOR OF SPECIAL EDUCATION**

**SALARY RANGE:**

\$145,760 - \$173,118 (Based on Experience)  
Additional \$1,000 for doctorate

**TERMS OF CONTRACT:**

223 Days for 2024-25 School Year

**STARTING DATE:**

July 1, 2024

**PROFESSIONAL PREPARATION:**

- Hold Master's Degree and a valid California Credential authorizing Administration of a TK-12 school

**PROFESSIONAL EXPERIENCE REQUIRED:**

- Five (5) verified years of successful experience in education at TK-12 level
- Familiarity with Positive Behavior Interventions and Support (PBIS) Program
- School Site Leadership experience and School Site Administrator experience preferred

**PERSONAL QUALITIES:**

- Ability to work harmoniously and effectively with the public, staff and students
- Ability to provide effective leadership

**APPLICATION PROCEDURE:**

Applicants must submit application through [www.edjoin.org/orcuttunionschooldistrict](http://www.edjoin.org/orcuttunionschooldistrict)

Include with your application a Cover Letter addressed to: Susan Salucci, Assistant Superintendent, Human Resources

- Current Resume
- Three (3) Current Letters of Recommendation
- Copies of current credential(s)

**SCHEDULE OF SELECTION:**

**APPLICATIONS CLOSE:**

May 2, 2024; 12:00 pm

**TENTATIVE INTERVIEW DATE:**

**To Be Announced**

**FINAL SELECTION WITH**

**INTERVIEW BY BOARD OF TRUSTEES: To Be Announced**

**NOTE: It is the responsibility of the applicant to assure that the cover letter, application, voluntary applicant ID form, personal resume, transcripts, and placement file (letters of recommendation) are received by the District. Only those candidates whose application files are complete will be considered. Upon selection, proof of American citizenship or right to work legally in the United States will be required.**

**HERE KIDS COME FIRST**

*"The Orcutt Union School District does not discriminate on the basis of sex, sexual orientation, race, religion, or disability in the educational programs or activities which it operates."*

**\*\* AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER \*\***

## **EXECUTIVE DIRECTOR – SPECIAL EDUCATION**

### **BASIC FUNCTION:**

Under the general direction of the Assistant Superintendent of Educational Services, plan, implement, supervise, coordinate and evaluate the District's special education programs.

### **REPRESENTATIVE DUTIES:**

Coordinate and oversee mandated special education programs for children with special needs including conducting and/or assisting in due process hearings, mediations and resolution meetings.

Coordinate state Special Education Self-Reviews, and other compliance reviews ensure the submission of required reports at the district, state and federal levels; maintain liaison with the community, other districts, SELPAs, local agencies and parent groups including the Special Education Community Advisory Committee, etc.

Direct the District's program evaluation, internal compliance audits, state and federal reporting requirements, and management information services. Represent the district in SELFA activities. Oversee and provide guidance for all nonpublic school and nonpublic agency placements, including the monitoring of NPS/A applications, renewals and site reviews.

Oversee the provide guidance for all special education placements in other districts, county programs or other more restrictive settings.

Assist in the recruitment and selection and assignment of special education personnel.

Supervise and evaluate special education staff including psychologists, program specialists, and itinerant certificated staff.

Observe the instructional program by regular visits to special education classes and by conferring with principals, teachers and other staff and administrators.

Provide overall direction and coordination efforts for the implementation of appropriate instructional programs in Special education.

Responsible for special education budget and expenditures and attend related meetings at local, county, state and federal levels, as appropriate.

Provide leadership related to special education issues impacting the district and represent the district at appropriate meetings and hearings.

Keep the Cabinet informed regarding pertinent issues, policy development, and needs related to special education and the district.

Perform other duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California.

Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.

Ability to collaborate with other agencies in planning and implementing effective special education programs, including staff and parent training, within established budget constraints.

Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.  
Knowledge of State funding allocation methods.

**EDUCATION AND/OR EXPERIENCE:**

Three years of successful certificated special education experience and at least two years administrative experience with an emphasis on working with special needs students. Experience at the leadership or management level or experience as a special education coordinator, program specialist or principal is preferred.  
A Master's degree from an accredited college or university.  
Valid California teaching or related Services credential.  
Possession of a valid California driver's license.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.