

BUELLTON UNION SCHOOL DISTRICT

Position Title: DIRECTOR OF SPECIAL EDUCATION

Reports To: Superintendent, Buellton Union School District

Work Year: 220 Days

Salary Range: \$131,319 - \$172,808 (Based on Experience & Step Placement)

JOB SUMMARY

Under the direction of the Buellton Union School District Superintendent with advisement from the SYVSEC Superintendents Advisory Committee, the Director of Special Education provides strategic leadership, administration, and oversight of all special education within the Santa Ynez Valley Special Education Consortium (SYVSEC), which includes Buellton Union School District and six participating small districts and one charter school.

The Director ensures legal compliance, program development, staff supervision, and fiscal oversight while fostering collaboration among district personnel, SELPA leadership, families, and community agencies. This role also represents SYVSEC at Santa Barbara County SELPA (SBC SELPA) meetings and serves as the liaison for dispute resolution, program improvement, and interagency collaboration.

ESSENTIAL DUTIES & RESPONSIBILITIES

Program Leadership & Oversight

- Plan, organize, and oversee the delivery of special education within the consortium.
- Ensure compliance with federal and state regulations, including IDEA and the California Education Code.
- Direct the identification and placement of students in special education programs, ensuring Free Appropriate Public Education (FAPE) and Least Restrictive Environment (LRE).
- Collaborate with school site administrators to support inclusive education strategies and intervention programs (RTI, MTSS, UDL, etc.).
- Lead the development, implementation, and quality review of Individualized Education Programs (IEPs).
- Provide leadership in curriculum adaptation and instructional strategies for students with disabilities.
- Oversee and evaluate the work of special education teachers, psychologists, and related service providers.

Compliance & Legal Oversight

- Ensure compliance with state and federal mandates, managing dispute resolution, due process proceedings, and compliance reviews.
- Interpret and implement changes in legislation, regulations, and case law affecting special education policies and practices.
- Oversee the submission of state and federal reports regarding special education program performance and compliance.
- Serve as primary contact for legal matters related to Special Ed. services and student rights.

Collaboration & Stakeholder Engagement

- Act as the liaison between SYVSEC and SBC SELPA, representing the consortium at governance meetings and regional forums.
- Develop and maintain effective relationships with parents, advocacy groups, and Community Advisory Committees (CACs).
- Work collaboratively with general education administrators, counselors, and teachers to support students with disabilities.
- Oversee partnerships with community agencies and mental health providers to enhance student support services.
- Participate in staff and parent education programs, providing training and resources to enhance understanding of special education policies.

Budget & Resource Management

- Collaboratively develop and oversee the special education budget, ensuring appropriate allocation of state and federal funds.
- Manage grants and supplemental funding sources to enhance program resources.
- Ensure efficient staffing, instructional materials, and assistive technology to support special education students.
- Monitor fiscal accountability and advocate for equitable distribution of special education funds within the consortium.

Professional Development & Capacity Building

- Design and implement ongoing professional development for special education personnel, administrators, and general education staff.
- Support the recruitment, mentorship, and retention of qualified special education professionals.
- Provide training in effective instructional strategies, behavior interventions, and compliance procedures.

Additional Responsibilities

- Participate in IEP meetings and parent conferences as needed.
- Attend regional, state, and national conferences and workshops to remain informed of best practices and regulatory changes.
- Coordinate transportation services for students with disabilities when necessary
- Perform other duties as assigned to support the success of SYVSEC students and programs.

QUALIFICATIONS

Education & Experience

- Master's degree in Special Education, Educational Leadership, or a related field.
- Valid California Administrative Services Credential.
- Valid California Teaching Credential or Pupil Personnel Services Credential (preferred).
- Minimum of five (5) years of experience in special education, with at least three (3) years in an administrative or leadership role.

JOB FUNCTION EXPECTATIONS & ACCOMMODATIONS

Comprehensive Knowledge Of:

- Federal and state laws governing special education, including IDEA and compliance procedures.
- Instructional strategies, curriculum modification, and best practices for serving students with disabilities.
- Special education finance, funding models, and fiscal accountability in a multi-district setting.
- Program evaluation, student data analysis, and Continuous Improvement models.
- Conflict resolution, mediation techniques, and family engagement strategies.
- Technology and assistive devices that support student learning and accessibility.

Ability To:

- Communicate effectively with administrators, educators, parents, and community partners.
- Lead and motivate special education staff while promoting a positive and collaborative work environment.
- Analyze complex legal and educational data, preparing reports and recommendations for decision-making.
- Resolve conflicts, mediate disputes, and advocate for students' rights and services.
- Manage multiple tasks and deadlines while maintaining compliance with all legal and administrative requirements.
- Operate a computer and office equipment
- Perform job duties in a stationary or active position for extended periods
- Access and review printed and electronic materials
- Travel to different locations within the county and state or utilize virtual participation options as appropriate
 - Note: Operation of District vehicles and or student transport requires a valid CA Driver's License and proof of insurance; mileage reimbursement is provided.

Accessibility & Accommodations: The Buellton Union School District is committed to providing equal employment opportunities and ensuring an inclusive and accessible workplace. In accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of the position.

COMPENSATION & BENEFITS

- Placement on the Certificated Management Salary Schedule, with a salary range from \$131,319 to \$172,808, based on experience.
- 220-day work year
- District-paid membership in the Association of California School Administrators (ACSA).
- \$60 monthly stipend for work-related cell phone use.

Date approved by the Board of Education: March 12, 2025