



# NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT

*EVERY STUDENT. FUTURE READY. OUR PROMISE!*

## EMPLOYMENT OPPORTUNITY

Bulletin #16

September 9, 2019

Applications will be accepted for the Management Position of:

### **SPECIALIST, SPECIAL EDUCATION**

**BASE SALARY: \$113,280 - \$120,228 (12 MONTHS/202 DAYS)**

#### **Our Mission Statement:**

Norwalk-La Mirada Unified School District, in collaboration with parents and community, shall develop in all students the knowledge, understanding, skills, and attitudes to empower them to become life-long learners and productive citizens in an ever-changing world. This will be accomplished in a climate that promotes high expectations, strives to meet individual needs, and values diversity.

#### **The District**

The Norwalk-La Mirada Unified School District, whose enrollment is 17,890, serves a diverse student population. We believe that all children can learn. Educators in the Norwalk-La Mirada Unified School District must have the qualities and professional skills needed to help our children achieve educational excellence and enhance their foundation of lifelong learning.

#### **General Description**

Under the direction of the Executive Director, Special Education, the Director, Special Education, coordinates and facilitates all aspects of the District's Special Education Program, including all staffing-related matters. The Director, Special Education, has advanced training in the education of students with special needs. The Director, Special Education also has knowledge and skills in facilitating and resolving Special Education due process complaints and mediations, including ADR, resolution sessions, and mediations.

#### **Requirements**

##### **MINIMUM:**

- A valid California Administrative Services Credential or Certificate of Eligibility
- Valid Clear California Special Education Teaching Credential(s) or Clear California Clinical Services Credential or Clear California Pupil Personnel Services Credential
- Master's Degree from an accredited college or university
- Four (4) years of successful teaching experience or as a service provider (e.g. Speech and Language Pathologist, School Psychologist, etc.)
- Valid EL Authorization, CLAD, or BCLAD (preferred)
- Bilingual in English/Spanish (desirable)

Please see Job Description on Edjoin for a complete list of abilities, skills, knowledge, essential duties, experience, and responsibilities.

#### **Application Procedures**

Please apply via EdJoin.org at: <https://www.edjoin.org/Home/JobPosting/1229066>. Along with your Edjoin application, include a Letter of Interest, Resume, three (3) current and signed Letters of Recommendation (within the last three (3) months), a copy of your Administrative Credential or Certificate of Eligibility and relevant credential. All letters should be addressed to: Mr. John M. Lopez, Assistant Superintendent, Human Resources.

**CLOSING DATE: Friday, September 20, 2019 by 4:00 P.M.**

## An Equal Opportunity Employer

The Board of Education of the Norwalk-La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

**Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying:** The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p><b>Title IX Coordinator (Nonstudent Issues):</b> Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p><b>Title IX, Title VI, and Title VII Coordinator (Student Issues):</b> Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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## **JOB DESCRIPTION**

09/19

### **SPECIALIST, SPECIAL EDUCATION**

#### **I. GENERAL DESCRIPTION:**

Under the direction of the Executive Director of Special Education, the Specialist, Special Education coordinates and facilitates all aspects of the District's Special Education Program. The Special Education Specialist has advanced training in the education of students with disabilities as defined under current federal and state law, along with specialized knowledge of the programmatic needs of students with disabilities. The Specialist, Special Education facilitates and addresses special education due process complaints and mediations and is able to assist in determining the best course of action for the District. The Specialist, Special Education assists with recruitment, interviewing, placement, supervision, and evaluation of Special Education certificated and classified staff.

#### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- A.** Establish and maintain strategies to ensure the facilitation and coordination of all aspects of the District's Special Education Program components.
- B.** Provide oversight of student services provided by Private Schools, Non-Public Schools and Agencies, Regional Services, and other support providers.
- C.** Act as a member of the IEP team when requested by school staff.
- D.** Consult with IEP teams regarding referred and identified pupils.
- E.** Assist staff as necessary.
- F.** Select and monitor appropriate agency/community resources to supplement District and school programs.
- G.** Participate in program development, improvement of program effectiveness, and innovation of specialized instructional methods and techniques, and researches best practices.
- H.** Participate in District Curriculum Committees to assure the needs of special populations are addressed.
- I.** Provide leadership to ensure the understanding and promotion of the educational objectives of special education, including planning and administration of staff development for special education staff and District administration.
- J.** Act as a liaison between the general and special education staff and programs.
- K.** Assist in the placement of students with special needs.

- L. Maintain knowledge of current laws and regulations pertaining to students with disabilities.
- M. Prepare complaint, mediation, and due process documents and materials.
- N. Consult and advise school site staff regarding specific student needs.
- O. Coordinate and facilitate the Extended School Year (ESY) along with the other Specialists, in collaboration with other departments.
- P. Provide indirect and direct supervision of special education classified and certificated staff, as appropriate.
- Q. Coordinate and facilitate the long-term and day-to-day classified and certificated staffing needs of the District Special Education Program.
- R. Review and develop manuals, handbooks, forms, and procedures, etc., to facilitate the special education program.
- S. Interact with parents, students, teachers, administrators, District staff, out-of-district individuals, agencies, and organizations, in a professional, positive, and effective manner.
- T. Demonstrate leadership and high level of professional commitment.
- U. Perform other duties as assigned.

### III. QUALIFICATIONS:

#### A. License/Credential/Certification:

- Valid K-12 Special Education Teaching Credential(s); or Clinical Services Credential; or Pupil Personnel Services Credential.
- Valid Administrative Services Credential or Certificate of Eligibility

#### B. Ability to:

- Manage multiple difficult situations simultaneously.
- Organize and coordinate staff.
- Communicate effectively orally and in writing.
- Research special education law and educational benefits in legal cases.

#### C. Skills:

- Analyze a variety of documents and information to synthesize information and draw conclusions.
- Interpret, apply, and explain laws, rules, regulations, policies, and procedures.
- Work confidentially and independently with discretion and little direction.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Bilingual in Spanish (desirable).

#### D. Knowledge of:

- Special Education laws and recent trends in legal decisions.
- Procedures to determine whether students are receiving FAPE in the least restrictive environment.
- Special Education program development.
- Curriculum and instruction for students with disabilities.

**E. Education:**

- Master's Degree from an accredited institution of higher learning in Special Education field

**F. Experience:**

- A minimum of four (4) years of teaching experience, or as a service provider (i.e. speech language pathologist, psychologist)
- Experience in facilitating and mediating difficult IEPs and facilitating resolution conferences, mediation, and due process hearings is desirable

**G. Medical Required:**

- Tuberculosis Test

**IV. PHYSICAL, MENTAL and ENVIRONMENTAL DEMANDS:** Reasonable accommodations may be made available to individuals with disabilities to perform essential functions.

**A. Physical:**

Sitting; walking level surface; occasional walking on uneven slippery surfaces; reaching; bending; use of both legs; wrist/arm motion; grasping/holding; use of all fingers; use of both hands; regularly lifts 1-25 lbs. and occasionally 40lbs; color vision; near vision; use of both eyes; sense of smell; normal hearing; hearing with aid; distinguish sounds in transmission; speaking.

**B. Mental:**

Stress of deadlines; occasional stress of interpersonal conflicts; normal work standards of stress; ability to work with interruption; concentrate for long periods of time; reading; interpreting codes, laws, and policy; calculate and perform routine mathematical functions; memorize and recall objects and people; analyze problems and generate alternatives; reconcile apparent ambiguities; solve multi-variant problems.

**C. Environmental Demands:**

Office environment; some extended hours, as needed; to address job requirements and meet deadlines.

**V. WORK YEAR:**

- 12 months/202 days

**VI. SALARY RANGE:**

- Certificated Management (Range 44)  
\$113,280 - \$120,228  
\$1,000 Stipend per year for Ph.D. or Ed.D. Degree

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