

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

***POSITION TITLE: EXECUTIVE DIRECTOR OF STUDENT SERVICES***  
**CERTIFICATED MANAGEMENT**

***DEFINITION:*** Under the direction of the Superintendent, the Executive Director of Student Services plans, organizes, administers, and provides leadership for the District's psychological services, counseling services, language/ speech and special education services to effectively enable students to benefit from the educational opportunities. The Executive Director of Student Services provides support and consultation to staff, parents and students. The Executive Director of Student Services is a member of the District's Management Team and the Superintendent's Cabinet.

***ESSENTIAL FUNCTIONS: Duties include, but are not limited to the following:***

- Plan, coordinate, and administer District programs of special education, counseling, psychological services, language/speech services, health services and non-public school services
- Inform and report to the Superintendent data and information related to psychological services, counseling services, language/ speech and special education services
- Prepare and oversee program budgets; monitor revenues and expenditures, is responsible for program and budget compliance, supervision of all employees funded by these programs and coordinates the programs with the sites and district office
- Develop policies and procedures related to special education, counseling, section 504 and health services programs
- Responsible for program development and implementation, personnel selection and evaluation, and maintenance of student records relevant to psychological services, counseling services, language/ speech and special education services
- Recommend overall District needs, goals and priorities for programs for special needs students
- Assist faculties and administrators to create an atmosphere in each school that encourages good mental health through social, emotional and intellectual growth
- Work with Principals to establish, staff, and maintain classes for special needs students
- Liaison with county, region, state and federal offices
- Participate in special education hearings
- Attend and participate in community and site meetings as appropriate
- Maintain State and Federal mandates, policies and regulations in special education and student services, ensure compliance and punctually meet necessary reporting requirements
- Respond to all CDE Compliance complaints
- Coordinate with private schools concerning special education programs and services available
- Understand the community through direct contact with parents, the Board of Trustees, and community leaders
- Plan and coordinate with others the in-service and orientation programs for special education, counseling, psychological, and health services staff
- Conduct regular meetings with special education staff and other student services staff.
- Support the assessment and IEP development for pupils including infant and pre-school programs
- Monitor and attend initial and tri-annual IEP's as necessary
- Meet, confer and negotiate in informal mediation with parents, school district personnel and other persons to resolve due process issues and to ensure appropriate delivery of services to students

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- Participate in decisions regarding student program placement, goals and objectives
- Provide support and consultation to parents and pupils as assigned
- Serve on the Management Team
- Develop and maintain contracts with agencies and providers of special education, counseling and health services
- Develop and maintain procedures for identification and support of students considered to have disabilities in the section 504 of the Rehabilitation Act of 1973
- Develop and oversee services to students on Home Hospital Instruction
- Oversee attendance issues of students
- Chair crisis intervention teams
- Arrange for necessary transportation for special education children
- Assume other duties as assigned

***QUALIFICATIONS:***

**Knowledge of:**

- General needs and behavior of children, particularly special needs children
- Legislation, both Federal and State in regard to school psychological services, counseling services, language/ speech and special education services
- Budgeting procedures and techniques

**Ability to:**

- Communicate in writing for the purposes of composing the required reports and other correspondence
- Communicate orally sufficient to express ideas, thoughts, and instructions clearly to clients, community and staff
- Conduct positive parent, student and staff conferences
- Handle stressful situations involving emotional students, staff and parents
- Ability to manage and prioritize multiple activities
- Effectively plan, organize and implement an educational program and support services in special education
- Collaborate effectively in inter- and intra- agency levels
- Supervise and evaluate staff, coordinate work, and control assignments
- Work independently, to make sound decisions, and to evaluate the results of those decisions
- Follow laws, rules, regulations and policies
- Read, understand and accurately interpret codes, laws, rules, regulations and other policies and procedures
- Operate a computer and printer, including current district software

***EDUCATION AND EXPERIENCE:***

- Five (5) years work experience in special education, coordinating special educational services preferred
- Valid CA Administrative Services Credential
- Valid CA Pupil Personnel Services Credential; School Psychology, or Valid CA Special Ed Credential

- MA Degree in educational leadership or a related field is desirable.

**PHYSICAL REQUIREMENTS** of this position include, but are not limited to, the following:

**Ability to:**

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of reading and understanding laws and codes, rules and policies, directives, accuracy of reports and documents and other related matter
- Listen to and understand information and ideas presented through spoken words and sentences
- Communicate information and ideas in speaking so other will understand
- Communicate using the telephone and radio
- Bend, twist, kneel and/or stoop
- Lift and carry 30 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems and make good judgments and decisions
- Work under stressful situations
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

***WORKING CONDITIONS:***

Office and school site work environment subject to extensive travel between and within school sites, sitting at a desk for long periods of time, bending, crouching, or kneeling at files or equipment, pushing/pulling of file drawers, and reaching in all directions, carrying and transporting textbooks and supplies, and prolonged periods of time working at a computer terminal.

***LICENSE:***

- ***Possession of a Valid California Driver's License***

***NOTE:*** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

**Exhibit adopted: 10/15/07, Revised 2022, Revised 7/9/2024**