



RIALTO UNIFIED SCHOOL DISTRICT

ACADEMIC AGENT: SPECIAL SERVICES Management Job Description

DEFINITION

Under the general direction of the Lead Special Services Agent, the Academic Agent: Special Services is responsible for establishing a comprehensive approach to improve school climate, creating inclusive schools for students with exceptional needs, and fostering a District culture to ensure equity and social justice. Provide leadership in developing, implementing, and monitoring systems, policies, and core practices specifically related to closing the achievement and access gaps for students with exceptional needs. Facilitates creative and inclusive experiences, navigating complex conversations and growing the District's organizational capacity to do action-based work in eliminating educational inequities and disparities for students who receive special education services.

ESSENTIAL DUTIES

- x Communicate new developments in special education law to staff.
- x Coordinate and facilitate all staff training necessary for the oversight of Individualized Education Programs (IEPs).
- x Coordinate and/or provide training for division staff to improve their understanding of and compliance with special education laws and regulations.
- x Coordinate, monitor, and assess effectiveness of division strategies related to dispute resolution.
- x Maintain open communication and provide support structure for special education coordinators and school administrators, as needed, regarding issues of compliance and conflict in relation to special education programs within schools.
- x Assists in establishing improvement benchmarks for students with exceptional needs and preparing reports on critical initiatives.
- x Researches, plans, implements, and evaluates District-wide equity initiatives related to equity and student academic achievement, behavior supports, specialized academic instruction and related services for students with exceptional needs.
- x Conducts internal review and evaluation of existing resources and programs established to support students with exceptional needs.
- x Plans, implements, and evaluates District-wide initiatives to close the achievement and access gaps in the academic core for students with exceptional needs.
- x Actively x Supports adult learning, transforms cultures, behaviors, and practices to empower all students to learn, achieve and succeed in a global society; creates and promotes a more inclusive culture in which differences are valued and celebrated.
- x Performs other related duties as assigned.

QUALIFICATIONS

Knowledge and Skills:

Ability to : Plan, coordinate, and facilitate collaborative relationships, activities, and services involving diverse groups of people in accordance to applicable program regulations and requirements; effectively use time and resources to accomplish project objectives; effectively use oral and written communication; and demonstrate experience in successful teaching methods.

EXPERIENCE AND EDUCATION

Experience : Five (5) years of outstanding administrative experience at the site and/or District Level.

Education : Master’s degree from an accredited university; valid California Certificated Credential; valid California K-12 Administrative Credential; EL authorization or equivalent.

PHYSICAL DEMANDS

Physical class:

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine. Possession of a valid California driver’s license and a private vehicle.

Physical requirements:

The time requirements are listed considering this wording and meaning:

- Occasionally/low - up to 3 hours
- Frequently/Medium - 3 to 6 hours
- Constantly/High - 6 to 8 hours

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|--------------|---------------------------|------------|--------------|
| Stooping: | Low | Carrying: | Occasionally |
| Bending: | Frequently | Standing: | Occasionally |
| Lifting: | Occasionally | Kneeling: | Low |
| Reaching: | Occasionally | Sitting: | Occasionally |
| Handling: | Constantly | *Driving: | Occasionally |
| Grasping: | Occasionally | Walking: | Constantly |
| Fingering: | Occasionally | Push/Pull: | Occasionally |
| Keyboarding: | Medium - must be literate | | |

*Verification of the possession of a valid California Motor Vehicle Operator’s License, a DMV printout and insurability by the District’s liability insurance carrier is required.

Frequent motion :

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| Twisting: | Low |
| Wrist flexion: | Frequently |
| Elbow flexion/extension: | Frequently |
| Reaching to shoulder level: | Occasionally |
| Forward shoulder/neck flexion: | Occasionally - 3 hours per day |
| Reaching to above shoulder level: | Occasionally |
| Reaching below shoulder level: | Frequently |

Sensory requirements:

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|-------------------|------------|
| Ability to see: | Constantly |
| Ability to hear: | Constantly |
| Ability to talk: | Constantly |
| Ability to smell: | Constantly |
| Ability to touch: | Constantly |

Must be able to deal with these environmental considerations :

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|---------------------------------|------------------|
| Heat: | Has own controls |
| Odor: | Yes |
| Noise: | Yes |
| Humidity: | Occasional |
| Moisture: | Occasional |
| Fluorescent lights: | Yes |
| Floor may be slippery at times: | Tiled areas |