



Information for Applicants for the Position of

**EXECUTIVE DIRECTOR OF SPECIAL SERVICES**  
**Oro Grande School District**

**THE POSITION**

The Board of Education and the Superintendent of the Oro Grande School District invite highly qualified educational leaders to apply for the position of Executive Director of Special Services. The Board welcomes a diverse group of candidates. The Director of Special Services provides leadership in all aspects of the District's student support programs, assists and works independently in formulating and implementing district policies for the Oro Grande School District and its authorized Charters including but not limited to District Intervention Systems, Crisis Management, Special Education Services, Legal Compliance and Reporting, Mental Health & Wellness, Health Services, Student Discipline and Safety, Student Attendance, and Parent Education.

**PROFESSIONAL PROFILE**

The Oro Grande School District seeks an Executive Director who:

- Will provide a clear vision, leadership and support to the Oro Grande School District and its authorized Charters as it relates to Special Services.
- Has experience in organization and oversight of special services including school and student safety, Special Education, wellness and mental health services, health services, mental health services, student discipline and prevention services, homeless and foster care youth, student attendance and welfare, crisis management, disaster preparedness as it relates to student safety.
- Will provide Professional Development to the Oro Grande School District and its authorized Charters as it relates to Special Services.
- Will serve as representative for the District to multiple SELPAS.
- Has a deep knowledge and understanding of special education laws, regulations, and due process.
- Has leadership experience in special education. General education and site level experience, desirable
- Has a good understanding of special education funding.
- Is highly knowledgeable in the area instructional leadership.
- Has the ability and background to address the issues associated with a growing special education population.
- Will guide staff in critical special education decision making.
- Has the ability to develop and provide a Family Education program to increase the skills needed to raise physically, psychologically, and emotionally healthy children and to navigate the school system.
- Understands transportation issues associated with special education.
- Will be able to bring new processes and leadership skill set into the position.
- Has a good working knowledge of Best Practices in special education and Student Services.

## PERSONAL PROFILE

The Oro Grande School District seeks an Executive Director who:

- Is a person of great integrity.
- Is collaborative by nature.
- Is able to build strong teams.
- Is a visionary leader.
- Will work independently to address the majority of problems at the lowest possible level.
- Is highly organized and pays attention to details.
- Will support teachers and principals in critical special education decision making.
- Will provide equitable support and attention to all aspects of this district's seat-time and independent study programs.
- Is able to effectively oversee multiple departmental responsibilities, including special education, Health Services, Child Welfare and Attendance, OCR, and other programs.
- Will support the emotional and social well-being of students.

## MINIMUM QUALIFICATIONS, CREDENTIALS, EDUCATION AND EXPERIENCE

- Bachelor's Degree and master's degree from accredited College(s) or Universities.
- A valid Clear California Administrative Services Credential and valid Clear Tier II Administrative Services Credential
- A valid California Teaching or Service Credential that meets professional teacher education requirements of school, district, and State.
- A valid Clear California English Language Learner (ELL) Authorization preferred
- Hold a valid California Driver's License.
- Minimum of 5 years of successful teaching
- Minimum of 5 years of progressive and successful site, district, or SELPA level Administrative experience
- Expertise in TK-12 student support services
- Experience with charter school education, alternative education, special education, and student services

## SELECTION PROCESS

The Board of Education has retained Consultants Dr. Dennis Smith and Rich Thome of Leadership Associates to recruit qualified candidates. The consultants will screen applications and recommend candidates to the Superintendent for interviews and further consideration. The Superintendent and Cabinet will have the opportunity to review all applications submitted. Any contact with the Superintendent or Board members, in an attempt to influence the selection process, will be considered a breach of professional ethics. Finalists will have an opportunity to familiarize themselves with the community and schools. The Superintendent and Board members reserve the right to visit the District and communities of a candidate prior to a final decision.

## SALARY AND CONTRACT

The salary will be competitive and based upon qualifications and experience. A multi-year contract will be considered.

## APPLICATION REQUIREMENTS

To be considered, the candidate must provide:

- A fully completed application form.
- A letter of application
- A resume
- Three professional references
- Verification of degrees and credentials (finalists only)

*All materials will be acknowledged and treated confidentially.*

## THE DISTRICT

The Oro Grande School District is comprised of four schools: Oro Grande Elementary School, Riverside Preparatory Elementary School, Riverside Preparatory Secondary School, and Mojave River Academy Schools. The District's mission is **Oro Grande School District empowers students and their families through extraordinary educational choice, excellence in education, a safe environment to learn, rigor in all endeavors, and high expectations.**

## THE COMMUNITY

**Oro Grande** is an unincorporated community in the Mojave Desert of San Bernardino County, California, with a rich history since 1859. It lies on the city boundary of Victorville and Adelanto. It is at 3,000 feet elevation in Victor Valley north of the San Bernardino mountain range. It is located on old Route 66 near Interstate 15 between Victorville and Barstow. Less than 1,000 residents live in the unincorporated area. Neighboring townships include Silver Lakes, Helendale, Adelanto and Victorville.

## THE BOARD OF EDUCATION

Marlene Henry, Board President  
Paula Ramirez, Board Clerk  
Edna Rodriguez, Board Member

*The Oro Grande School District is an equal opportunity employer.*

## APPLICATION PROCESS AND DEADLINE

To request application materials for the Oro Grande Executive Director position, please visit <http://leadershipassociates.org/active-searches/> and select the listing for this position.

**Applications must be completed and returned via email by 5:00 P.M. on March 29, 2021.**

### Consultants:

**Lead: Dr. Dennis Smith**  
**Co-Lead: Rich Thome**

### Leadership Associates

3905 State Street, #7-407  
Santa Barbara, CA 93105

[www.leadershipassociates.org](http://www.leadershipassociates.org)

Phone: 805.364.2775

For general information, contact:

Penny Pyle Executive Assistant, Search Services  
ppyle@leadershipassociates.org