

EXECUTIVE DIRECTOR-SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

Definition:

To plan, organize, direct and implement the regional services and activities of the Sonoma County Special Education Local Plan Area (SELPA); to provide educational and administrative leadership to certificated and classified staff and students at designated sites; to plan, direct, and supervise the work performed by certificated and classified staff; to assist in the development and administration of assigned budget(s); to act as liaison between the SELPA and outside agencies, community groups, and the public; to implement and maintain a SELPA-wide Management Information System and Special Education Pupil Count system; and to perform related duties as required.

Distinguishing Characteristics:

- With direction from the SELPA Superintendent's Council, as outlined in the Local Plan, incumbent manages SELPA operations and implements the Local Plan for Special Education.
- Supervisory responsibilities include providing general direction to certificated and classified personnel.
- Develops, administers, and monitors budget(s); approves budget expenditures.
- Frequent contacts with County Office, school district administrators, local, county, state, and other agencies.

Supervision Received and Exercised:

Administrative direction is provided by the SELPA Superintendent's Council.

Examples of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Administer, coordinate, and implement the Special Education Local Plan, the management information system, program specialists services;
- Provide administrative leadership and assistance to local Special Education Program Managers by preparing agenda and minutes for meetings of the SELPA Steering Committee, SELPA Finance Committee and SELPA Superintendents' Council;
- Provide leadership by planning, organizing, and directing the services and staff functions of the SELPA;
- Establish and maintain a management information system to communicate with SELPA Superintendents' Council regarding the status of Special Education activities and services within the region;
- Establish and maintain collaborative inter-agency agreements and relationships with a variety of agencies;
- Develop, modify, and implement goals, objectives, policies, and procedures in conjunction with the Steering Committee and Community Advisory Committee for review and approval by the SELPA Superintendents' Council and implement decisions in accordance with the Council's direction;
- Participate in the Community Advisory Committee (CAC) activities as appropriate;
- Develop, implement, and administer SELPA budget(s);
- Assist Districts in improving the results of students with disabilities in statewide assessments;
- Coordinate the Positive Behavior Support program throughout the county;
- Assist in determining appropriate reimbursements between SELPA and within the County; monitor activities to ensure effective and efficient service delivery to meet State SELF Reviews and local program evaluations;
- Administer the funding allocations process and procedure annually according to the Local Plan;
- Provide proactive leadership related to legislative issues impacting the SELPA;
- Provide technical assistance to LEA's in the areas of Alternative Dispute Resolution, due process hearings, and compliance complaints;
- Establish and maintain clear communication and effective working relationships with clients, staff, other agencies, regional, and state administrators through announcements, letters, telephone, attendance at meetings, and site visits;

- Develop personal and professional goals and objectives which support and are consistent with the annual and long-term goals of the SELPA Superintendents' Council;
- Participate in the acquisition of grants and other sources of funding for programs and projects; coordinates and participates in writing proposals and agreements; ensure that grants and agreements are properly administered;
- Maintain professional competencies in areas of responsibility; maintain contact with and participate in professional job related organizations; serve as liaisons to professional groups;
- Select, train, direct, and evaluate staff in accordance with established policies, practices, and procedures;
- Plan and coordinate a comprehensive program of staff development activity as required in the Education Code and Local Plan;
- Assist Districts in implementing early intervention and prevention activities, such as Response to Intervention.

Employment Standards:

Knowledge of:

- Principles and practices of modern management including personnel administration, organizational development, budgeting, collective bargaining, purchasing and information processing;
- Components of SELPA Local Plan and means of implementation;
- Methods and approaches to planning specialized instructional programs and services, according to identified needs and requirements;
- Funding sources for Special Education programs and the variety of related regulations, controls, and reporting procedures;
- Federal, State, and local laws, codes, ordinances, regulations, policies, and other requirements which are applicable to the education field in general and to Special Education specifically;
- Collection systems database and report dissemination and information requirements of local, state and federal agencies.

Ability to:

- Respond promptly to requests of clients; provide needed direction, assistance, training, materials, and resources;
- Express ideas and concepts in both oral and written form; uses language and medium appropriate to audience;
- Establish and maintain cooperative and professional working relationships with individuals, groups, public, and private agency personnel;
- Motivate, challenge, and guide others in the improvement of educational programs and County Office services;
- Analyze data and situations(s); render judgment; make decisions and solve problems efficiently and effectively;
- Conceptualize new ideas and approaches, integrate them into a coherent program; initiate cost effective programs and services;
- Develop and administer budget(s) related to area(s) of responsibility; anticipate revenue and expenditure needs and changes;
- Plan, organize and conduct training, in-service, and staff development activities; coordinate curriculum and instruction projects, conferences, events and activities;
- Oversee a wide range of educational programs and relate to the personnel associated with those programs; set high standards and assist others in meeting those standards;
- Select, train, direct, and evaluate staff performance relative to program objectives; observe and document performance; design data-based improvement process;
- Maintain and improve professional skills and knowledge; receptive to change;
- Interpret and administer applicable laws, codes, regulations, and ordinances.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Masters degree from an accredited college or university with an emphasis in special education or closely related field.

Experience:

- Five (5) or more years of comprehensive and directly related progressive experience beyond experience required to obtain an appropriate credential including administrative and supervisory responsibility.

Credentials:

- Appropriate valid California Teaching Credential or valid California Pupil Personnel Services Credential and a valid California Administrative Services Credential.

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors;
- Exposure to student illness, injuries, infections and bodily fluids;
- May be exposed to chemicals contained in cleaning products;
- May be required to maneuver into awkward positions.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California drivers license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.