

Sacramento County Office of Education Job Description

Classification Title: Director I, SELPA

DEFINITION

Under the general direction of the Superintendent, coordinates and administers programs and services within the Sacramento Special Education Local Plan Area (SELPA) Administrative Unit. Provides coordination and oversight of Special Education programs for students, preschool through 22 years of age within the Administrative Unit of the Sacramento County SELPA. Performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, clerical, and technical personnel as assigned.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Coordination of Services

Plans, implements, supervises, coordinates, and directs SELPA activities, programs, and services; maintains a comprehensive system of identification and assessment, procedural safeguards, curriculum and development, program and Local Plan evaluation, and data collection and management; coordinates, facilitates, and advises the Operations Council, Coordinating Council of SELPA member district superintendents, and the Community Advisory Committee (CAC) for the SELPA regarding the implementation of federal and state special education laws to ensure the continuum of services preschool to 22 years of age; assists LEAs in implementing early intervention and prevention activities, supporting general education programs with inclusionary practices; promotes and advances the implementation of inclusive educational practices; develops, evaluates, makes recommendations and advises LEA Superintendents regarding policies and procedures, and budgets governing the operation of LEA special education programs and services; advises Superintendents on policies, administrative regulations, proposed legislation, and changes to laws concerning students with disabilities; develops Local Plan to include an Annual Budget Resource Allocation Plan and Annual Service Delivery Plan, and conducts public hearings; supports and guides LEAs with implementation of compliance and improvement monitoring; coordinates low incidence programs and services for eligible students; develops and maintains local policies and procedures for the SELPA; negotiates, develops, and monitors interagency agreements and master contracts; monitors non-public, residential, and private schools serving students in our SELPA for program quality and accountability; responds to inquiries from educational partners, parents, and community members regarding programs and services; collaborates and maintains cooperative and effective working relationships with educational and programs partners; directs the preparation of narrative and statistical reports, records, and files; supervises data collection system; assures accuracy of federal, state, and grant reporting; selects, trains, and supervises assigned staff.

Professional Development and Technical Assistance

Develops and implements comprehensive special education professional development and training for educators, parents, and the community; provides training and technical assistance to ensure compliance with California Department of Education (CDE) policies and federal and state regulations; coordinates staff development and training in relevant research, innovative and evidence-based and inclusive practices for program enhancement and quality instructional practices with students with disabilities; coordinates and oversees special education related professional development for educational partners, including LEA administrators, general education teachers, special education teachers, providers of related services, members of the CAC and families; guides LEAs in procedures for identification of students with disabilities preschool to 22 years of age.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California Administrative Services Credential and a valid Pupil Personnel Services or Education Specialist Credential; master's degree from an accredited college or university with an emphasis in special education or related field, and experience developing and delivering professional learning, teaching students with disabilities, and administering special education programs preferred.

Knowledge of:

Federal and State laws, codes, regulations, and local policies, procedures and practices governing special education programs; California Special Education Local Plan Area; instructional practices, current research, innovations, and best practices regarding special education programs and services; behavioral and educational needs of students with disabilities and methods to support and meet these needs; inclusive educational practices and systems that support the success of all children; effective communication and collaboration methods and strategies; effective methods of developing and delivering curriculum and professional learning opportunities; budget preparation and control.

Skill and Ability to:

Coordinate the work of directors, program specialists, teachers, managerial, and clerical staff; prepare, monitor, and maintain budgets; develop and manage an operating budget; maintain current knowledge of program rules, regulations, requirements, and restrictions; plan, organize, and administer SELPA function in accordance with applicable laws and regulations; collect, analyze, and interpret data to support continuous program improvement; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement; analyze and evaluate situations accurately and adopt an effective course of action; comprehend, interpret, apply, and explain laws, rules, regulation, policies and procedures; plan, develop, and deliver professional learning and technical support to educators; work with district personnel and parent groups effectively to maintain positive relationships; establish and maintain positive cooperative and effective working relationships and communicate accurately and effectively in both oral and written form with individuals and groups from diverse backgrounds; analyze and utilize data to make informed decisions; communicate accurately and effectively in both oral and written form with individuals and groups from diverse backgrounds; organize and prioritize work; exercise a high degree of judgement and utilize various strategies in working with a variety of people; model strong interpersonal skills using tact, patience, courtesy, and culturally appropriate supports; effectively transmit knowledge and skills to a variety of educational and community partners; present ideas and concepts clearly and concisely; meet schedules and timelines; select, train, supervise, and evaluate staff; select, train, supervise and evaluate staff; maintain accurate records and prepare reports; integrate the use of technology to enhance job performance; operate standard office equipment and use standard software applications, including video-conferencing platforms.

Other Characteristics

Possession of a valid California driver's license; provide own transportation and be able to travel anywhere within the area comprising the Sacramento Special Education Local Plan Area.

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